



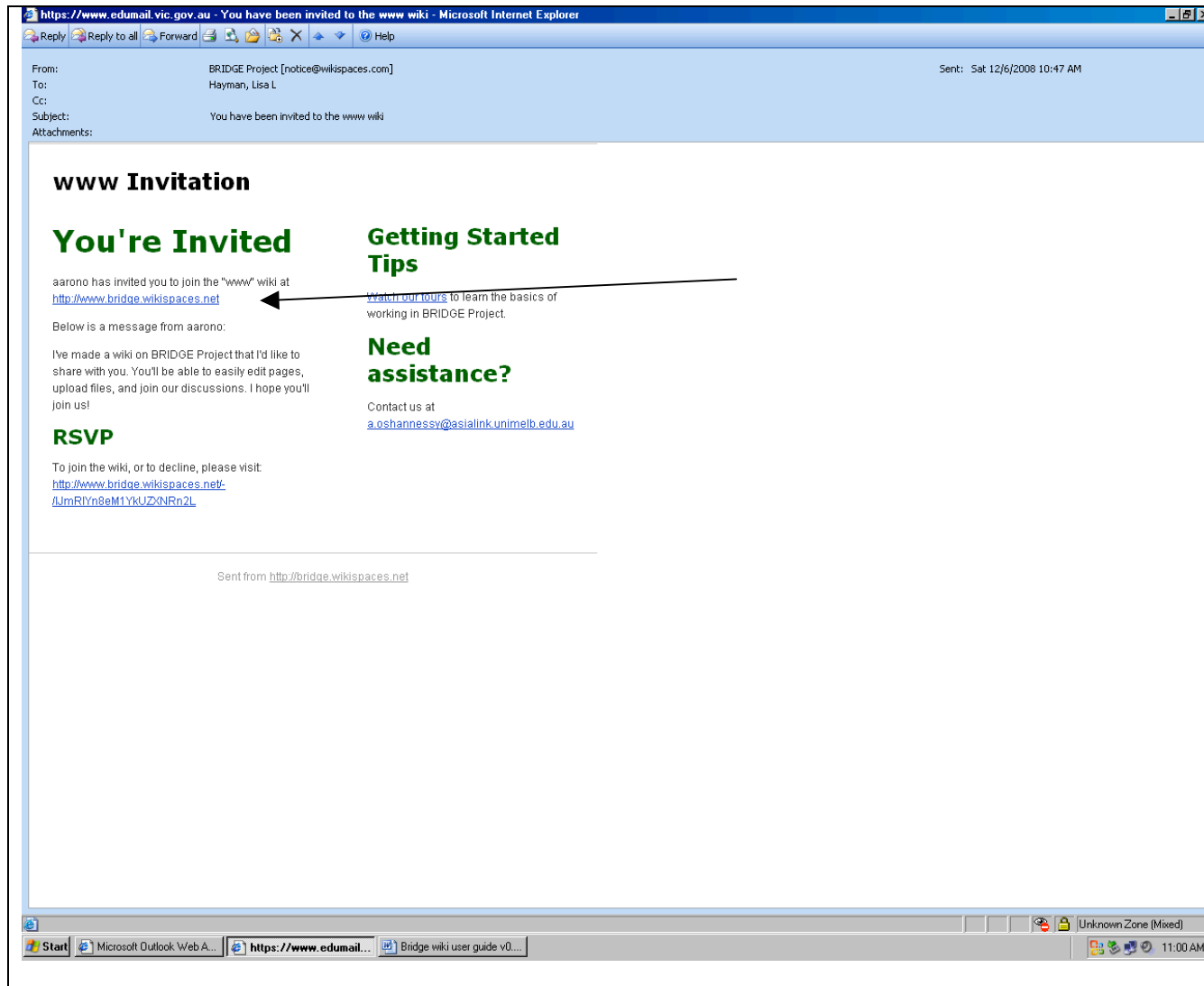
Wikispace User Guide

Training Manual



Wikispace User Guide

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Creating a wiki membership

Within your email box you will have received an email inviting you to join the bridge wikispace.

1. To **join the wiki** click on the link indicated by the arrow.

This will then take you to a new window.

BRIDGE Project » join - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.bridge.wikispaces.net/space/join?hash=UmRlYnR8eMTYkUzXNFRn2L> Go Link

BRIDGE Project

Request membership to BRIDGE Project

guest · Join · Help · Sign In

Actions

Make a New Wiki

Search

To join the www.wikispaces, you will first need a Wikispaces account.

To create a new account, please enter a username, password, and email address.

Optionally, you can enter a wiki name to create a wiki along with your account.

Join Now

Fill in the fields below and you are done.

1. Username

2. Password

3. Email Address

[Terms of Use](#)

We will not spam or share your email address.

Already a member? [Sign in here.](#)

If you already have an account but cannot remember your password, please visit our [reminder page.](#)

Start Microsoft Outlook Web A... <https://www.edumail.vic...> BRIDGE Project » joi... Bridge wiki user guide v0... Internet 11:01

To become a member of the wikispace you are required to enter a Username and password.

Your **username** should be the initial of your first name plus your surname in full for example:
L hayman

Password can be whatever you wish it to be. Just make sure you write down your username and password so you don't forget.

1. Username: _____
2. Password: _____

Your email address will automatically appear.

3. Select **join**

BRIDGE Wikispace User Guide

BRIDGE Project - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address http://www.bridge.wikispaces.net/

BRIDGE Project

You have been added as a member of BRIDGE Project.

home Edit This Page page discussion history notify me

Creating New Pages

BRIDGE Project is organized into self-contained wikis. To get started, find an existing wiki in the **My Wikis** list, or [start a new one below](#).

Make a New Wiki Now

1. Wiki Name

http:// bridge.wikispaces.net

Choose a name between 3 and 32 characters long.

2. Wiki Permissions

☒ Public

Everyone can view and edit your pages.

☐ Protected

Everyone can view pages, only wiki members can edit them.

☐ Private

Only wiki members can view and edit pages.

[Terms of Use](#)

Create

Welcome to the BRIDGE Project wiki

Getting Started

To get started, click on the [edit](#) link above to add content to this page. You and other contributors can also comment on pages using the [discussion](#) link at the top of every page.

About The BRIDGE Project Wiki

If you are the wiki organizer, you may change your wiki's [settings](#), [look and feel](#), [permissions](#), or [members](#).

Need Help?

For more information on how to use BRIDGE Project, see our [help section](#).

Contact Us

If you need help, please contact us at a.oshannessy@asialink.unimelb.edu.au.

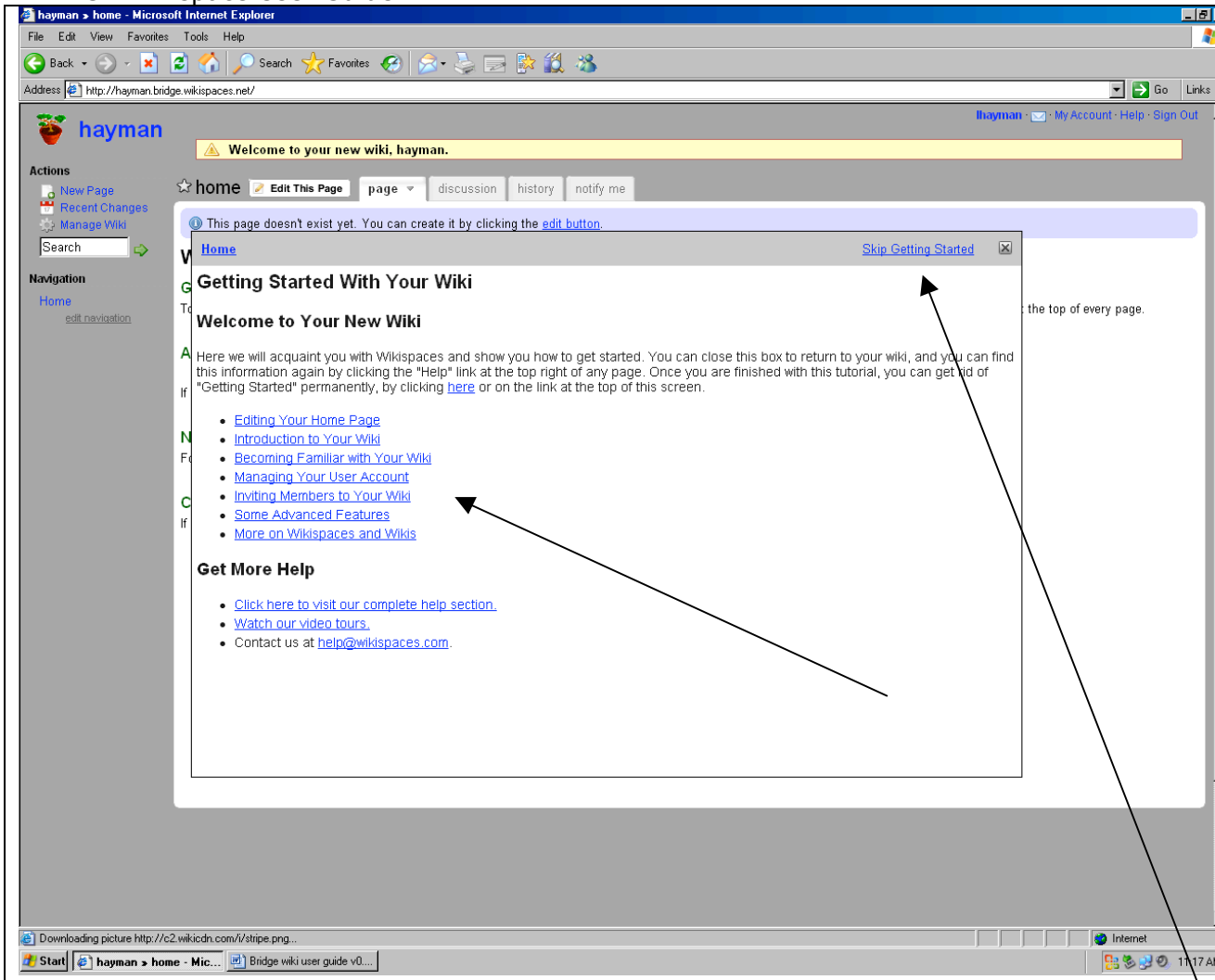
Creating your personal wiki

This step has been done for you all Partnership schools have their own wiki site already established. Go straight to page 6.

You are now ready to **make** your own personal wikispace site.

1. **wiki name** decide on your wiki name you may choose your surname for this training.
2. **Wiki permissions.** Select **Protected** so that people can view your pages but only people that you invite (members) can edit them.

BRIDGE Wikispace User Guide



You have now created your own wiki page to use within the Bridge wikispace environment.

If you look at the url bar you will see the name of your wiki followed by bridge.wikispaces.net/

1. Copy this url down so that you can always find it.

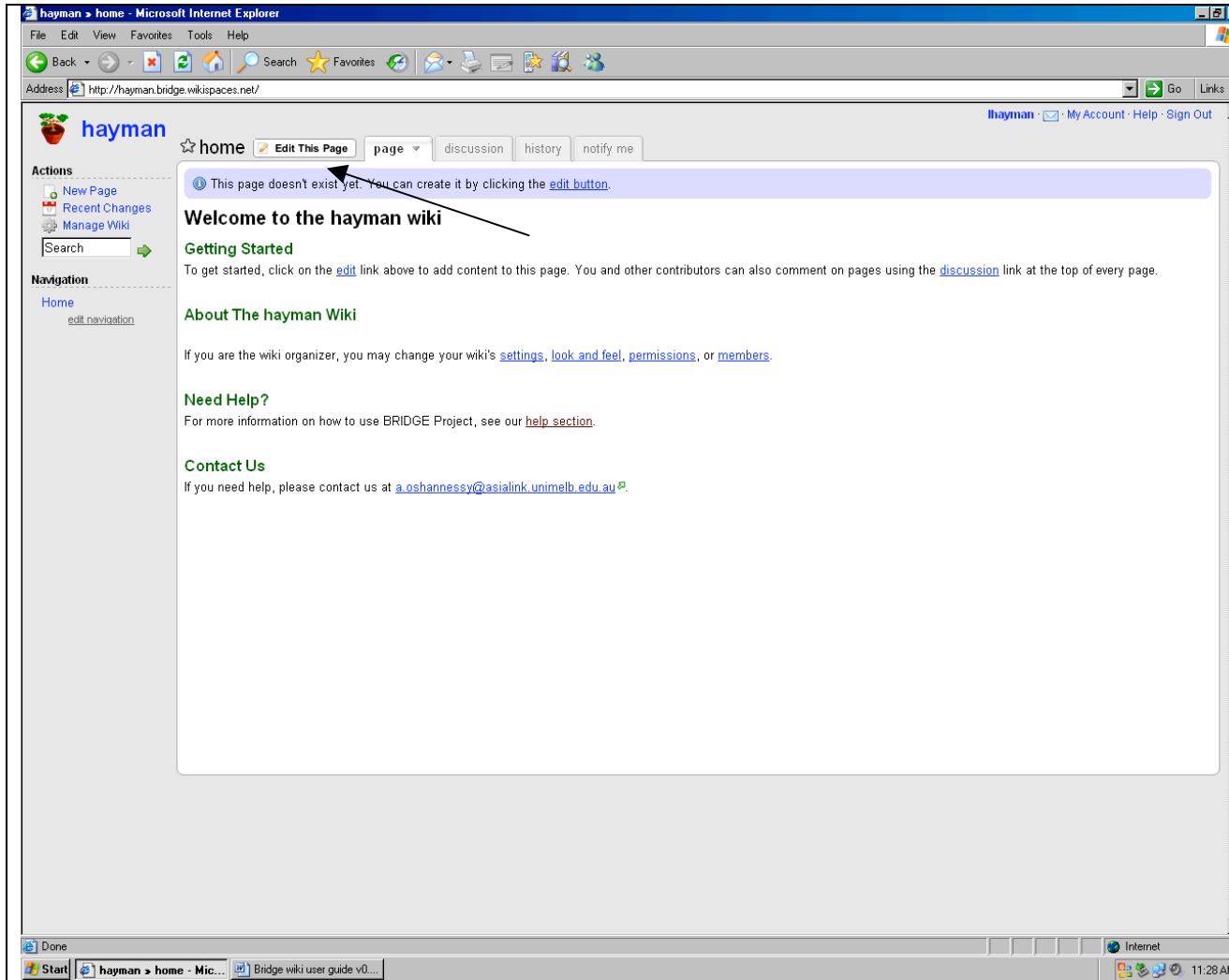
Name of your wiki site:

2. You may choose to have a look at some of the Getting Started tutorials which are now on the screen.

Alternatively we will be learning how to use the wiki through a range of activities.

3. Once you have looked at the tutorial select **Skip Getting Started.**

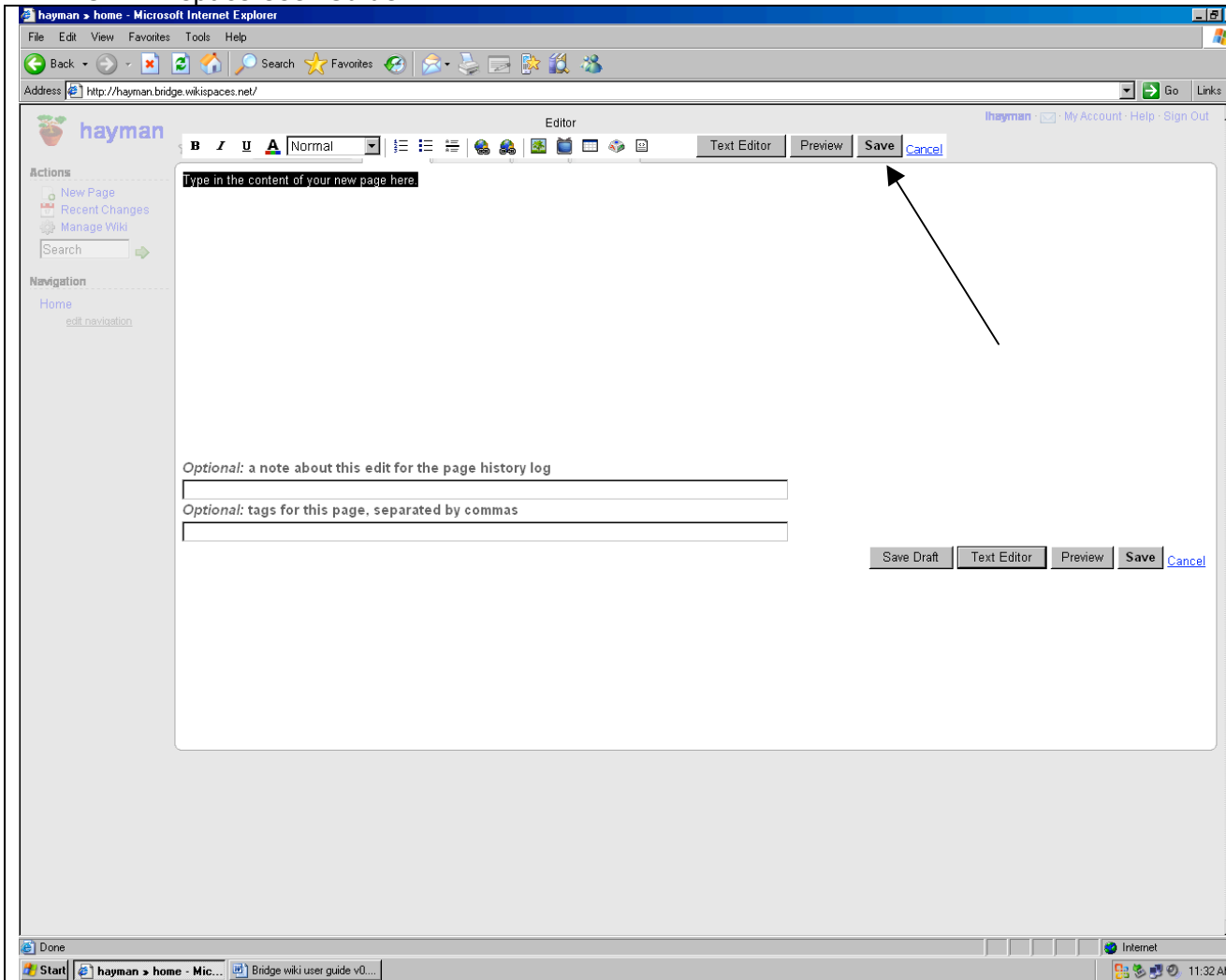
BRIDGE Wikispace User Guide



The page you now see on your screen is the home page to your wikispace site.

1. To begin editing this page select the **edit this page**

BRIDGE Wikispace User Guide



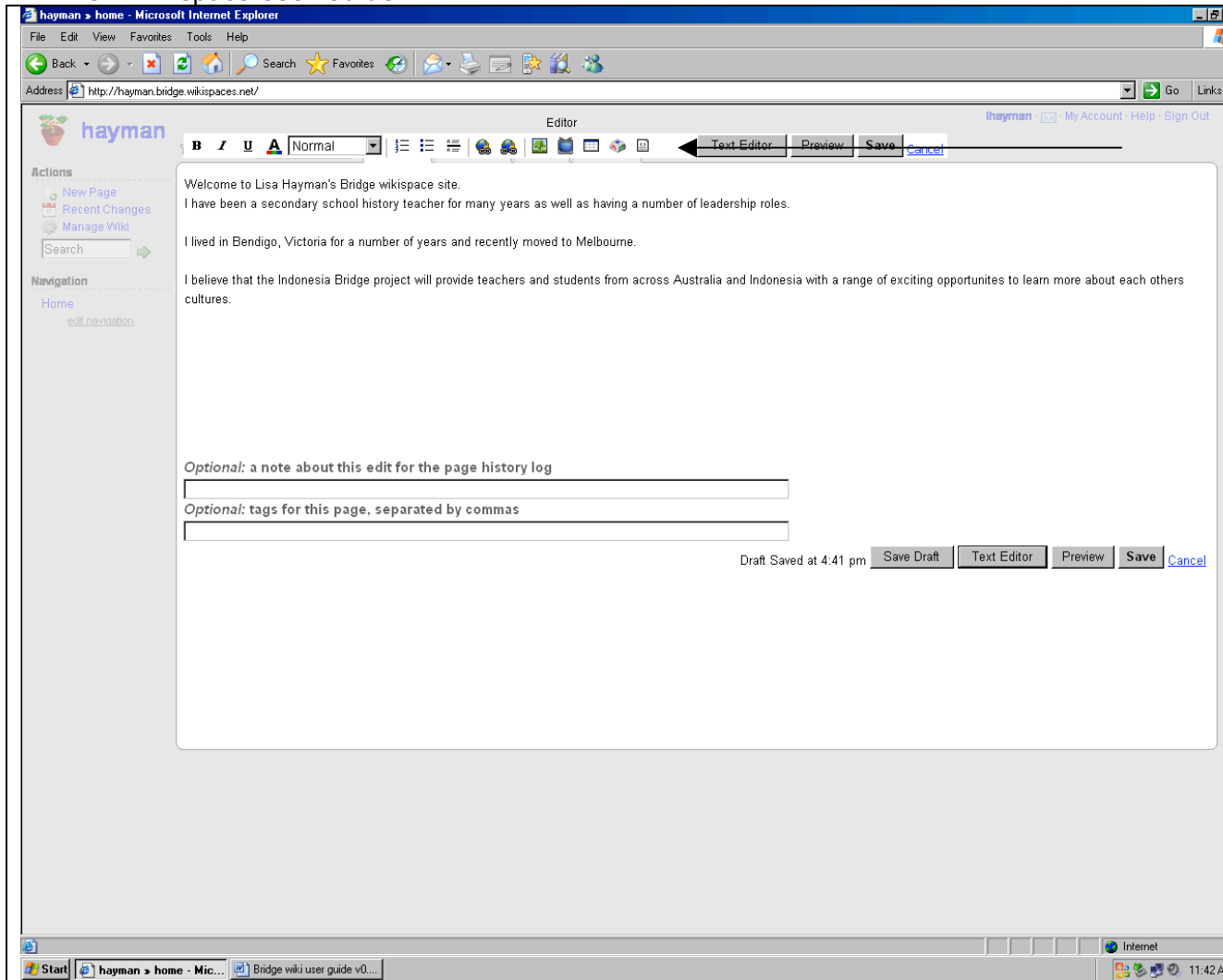
On the screen you now have the opportunity to create a webpage.

This is just like typing into a word document. Whatever you write you can go back and edit at a later time.

Complete the following tasks:

1. Write a welcome to your page.
2. Provide some basic information on who you are, where you work and why you are part of the Indonesia Bridge Project.
3. Explain what you hope to learn and achieve as a result of your participation.
4. Select **Save** to save the changes you have made to your page.

BRIDGE Wikispace User Guide



Using the Tool Bar for formatting

The menu bar which has appeared on the screen enables us to change the look of our webpage.

TOOL BAR – the basics

The tool bar to a large extent is self-explanatory, It is similar to any tool bar you would use for Word. Some of the icons to explain further are:

The icons below are similar to that which you will find when using Word. By clicking on them you will be able to Bold, Italicise, Underline or change the colour of your font.

As you move your mouse over the icon a description of what the icon allows you to do will appear.



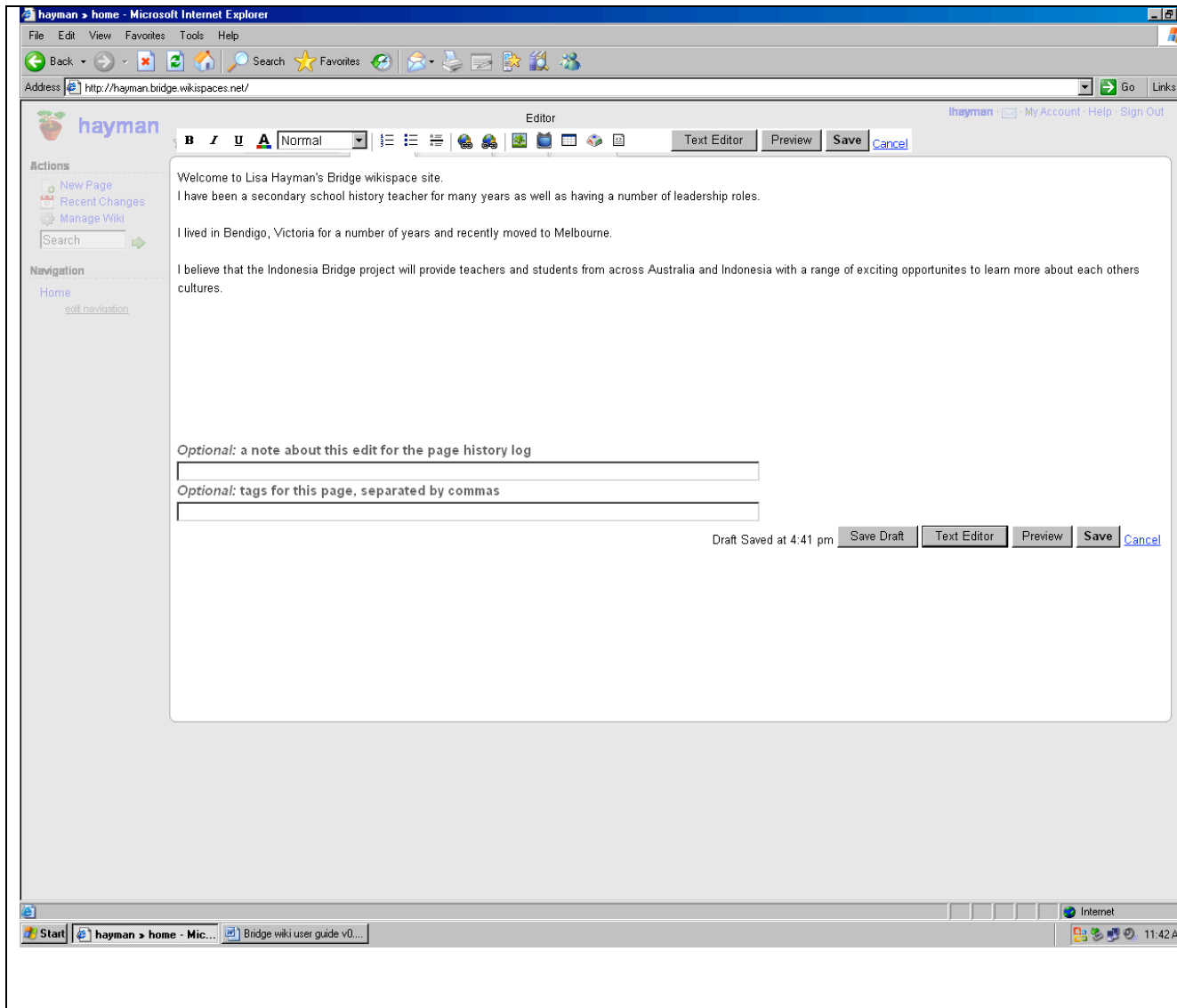
Image – click on this if you want to insert an image, word document, powerpoint etc.



Insert a hyperlink – type text, click on insert hyperlink and you can then link the text to an external webpage or to a page within the wiki.




Embed a widget – a widget can be a calendar, map, rss feed and all sorts of other things.

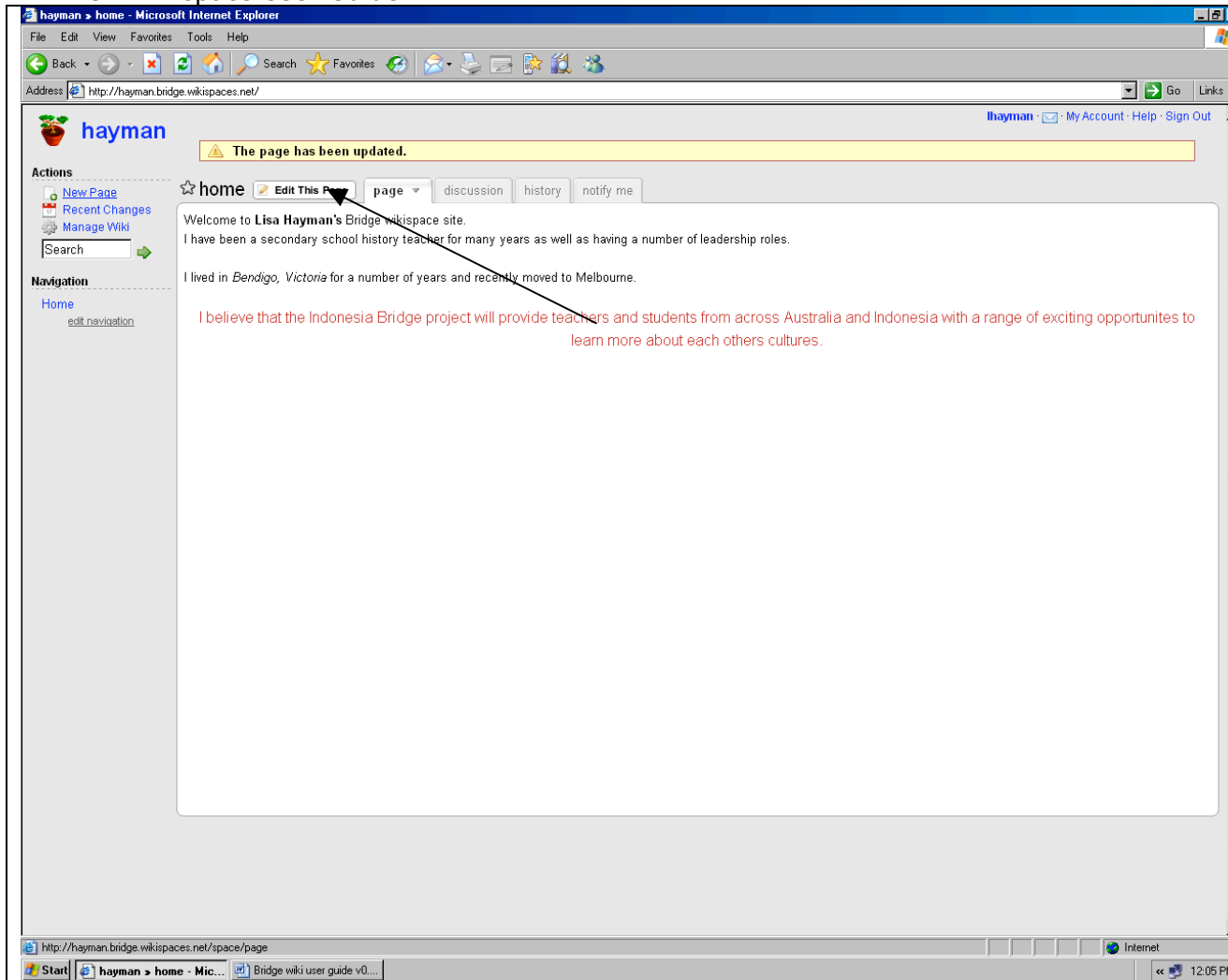


Becoming familiar with the Tool Bar

Use the tool bar to complete the following tasks:

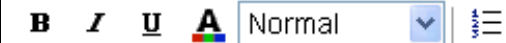
1. Highlight your name and **Bold it. B**
2. Highlight the name of the city and country where you live and ***italicise. I***
3. Highlight the last sentence and select the  button on the menu bar which allows you to change the **colour, size, font** and alignment of the text.
4. Once again select **Save** to save the changes you have made

BRIDGE Wikispace User Guide

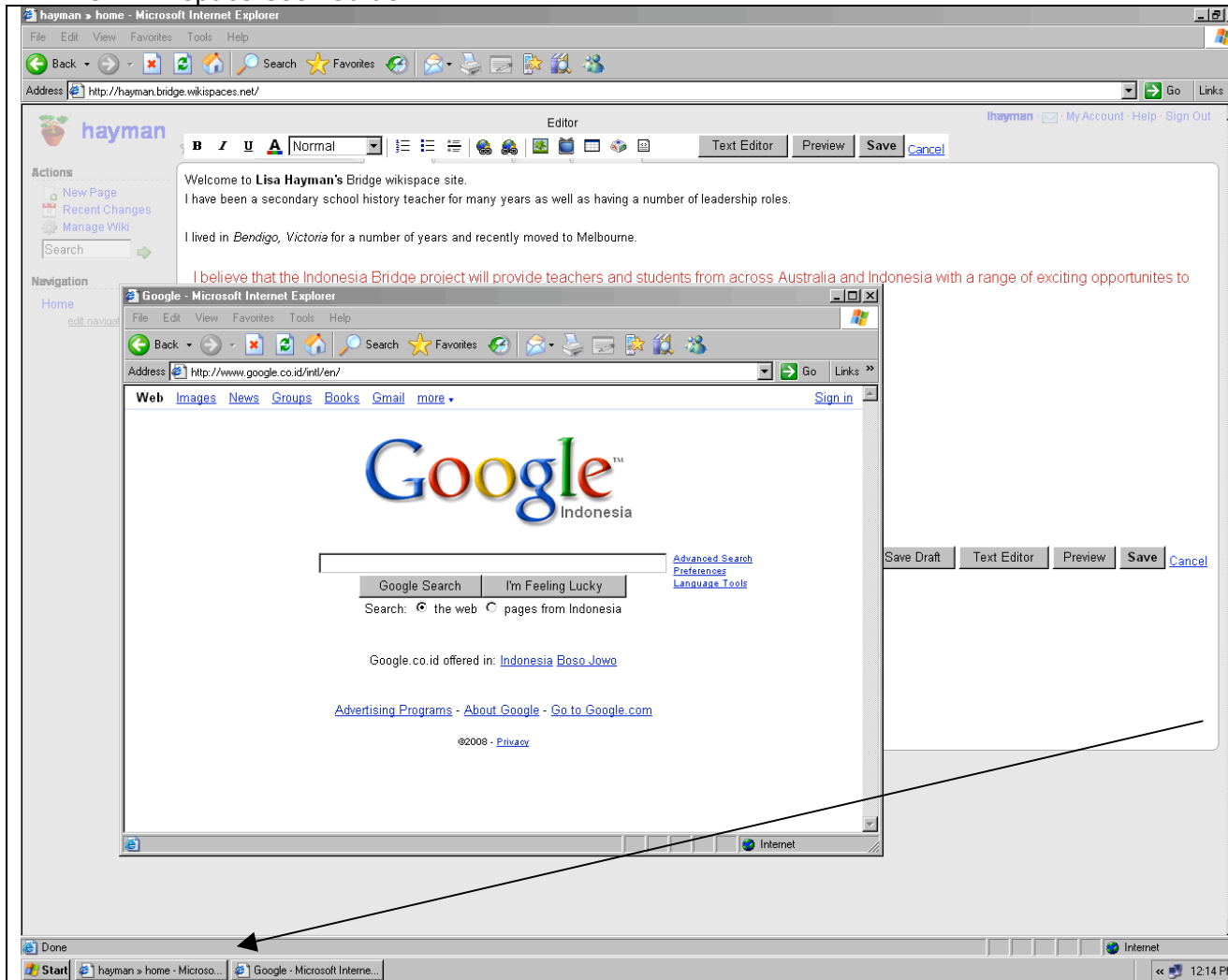


To now make further changes to your page you need to select **Edit This Page**.

1. Go back into your page and add some further details about yourself and where you work. Use the basic features of the tool bar (as shown below) to format in the way which you like.



BRIDGE Wikispace User Guide



Opening another window or web browser

A useful way to work with the web is to have two windows open at the same time. For example having your wikispace site open, but also having a search engine window open to find other pages on the web.

The screen on the left shows a wikispace site open, plus the Google Indonesia search engine.

At the bottom of the screen dump you can see both pages.

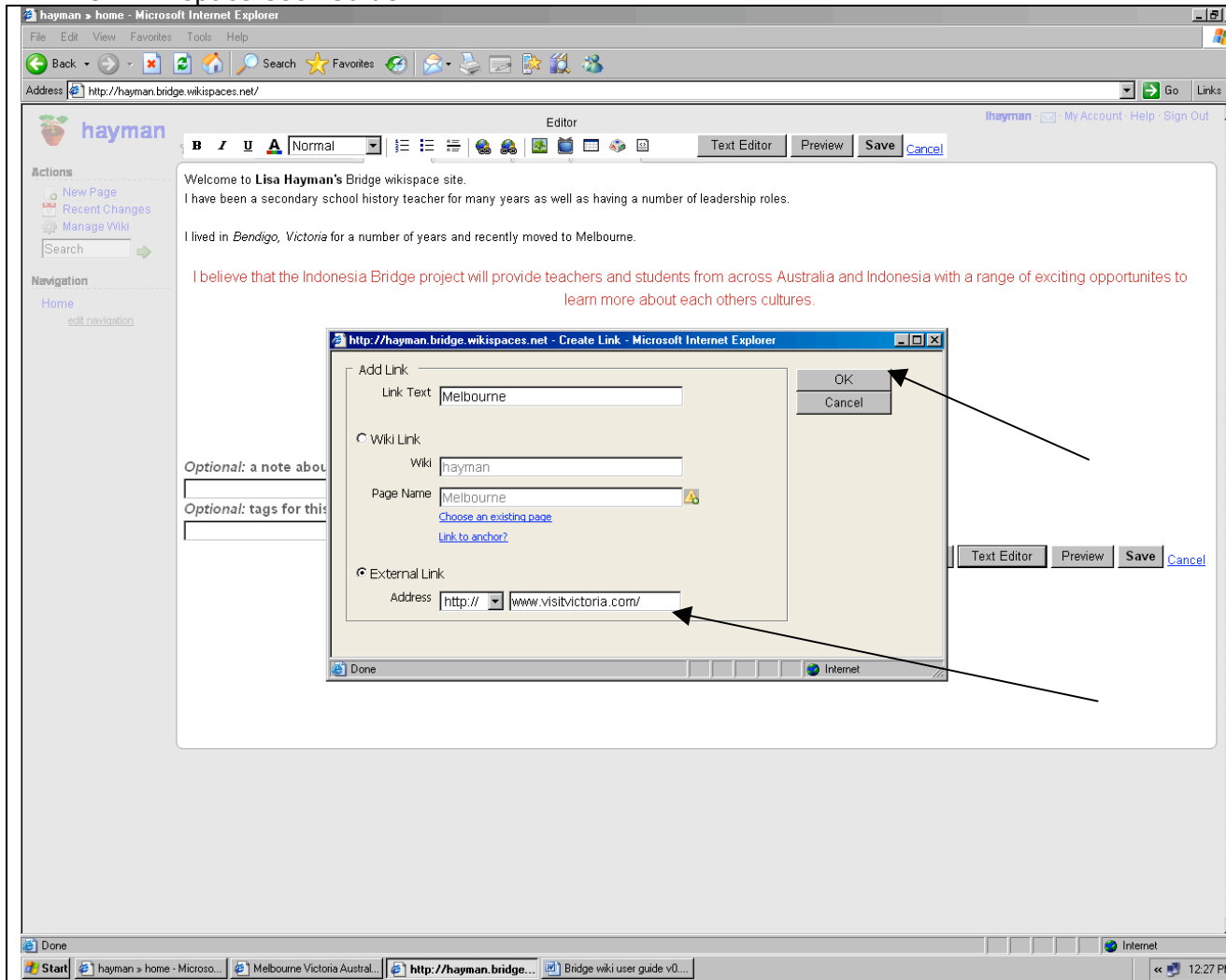
By selecting either page you can move from one page to the other easily.

BRIDGE Wikispace User Guide



1. Open the web browser to go to your search engine of Choice e.g. Google
2. Find a web page on the city which you live.
3. Copy the url – you can do this by highlighting and then pressing the **Ctrl** button and **C** at the same time on the key board.

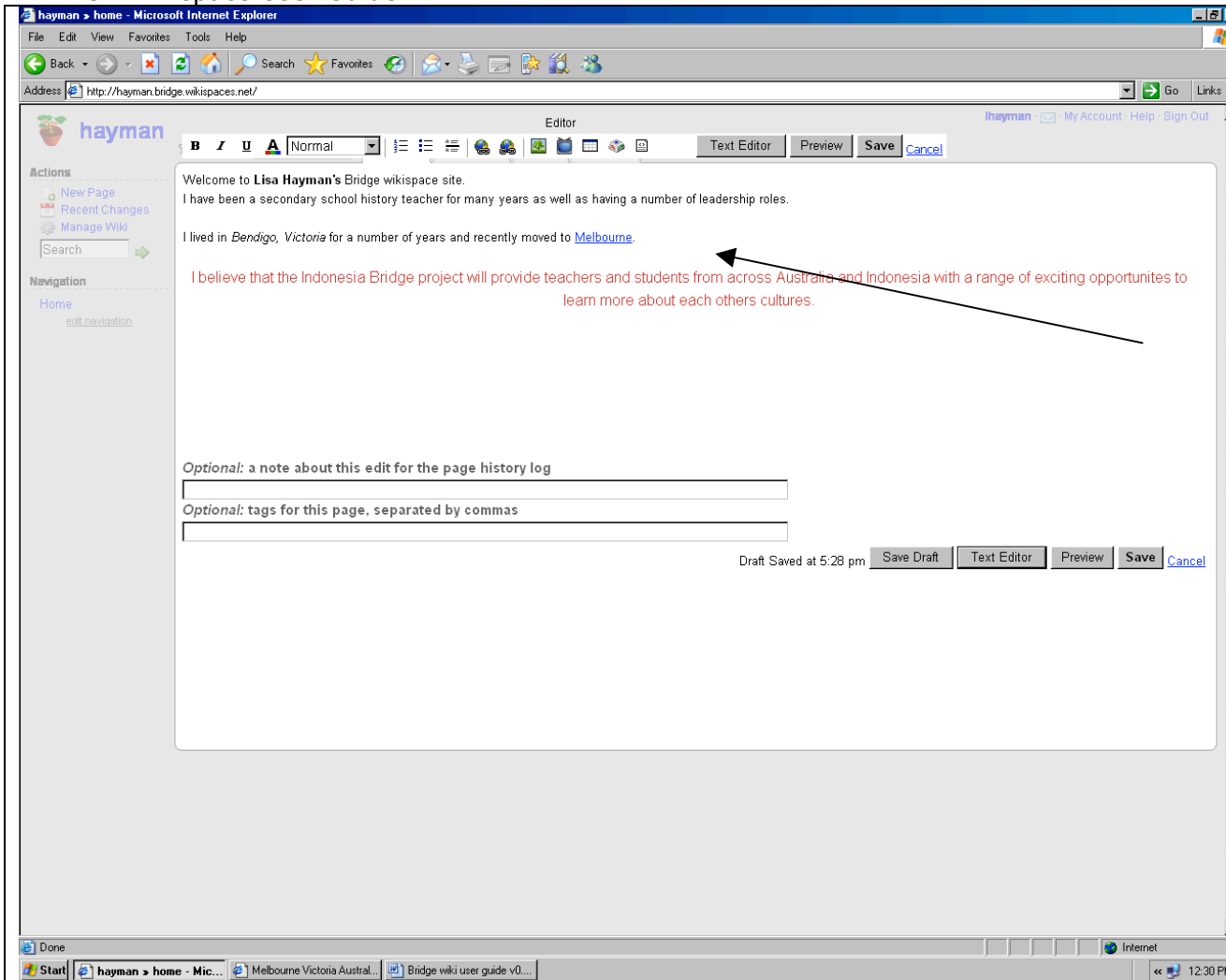
BRIDGE Wikispace User Guide



Inserting a Hyperlink

1. Then on your wikispace site **highlight** the name of the town where you live.
2. Select the **Insert hyperlink** icon.
3. Select **External Link** and past (**Ctrl V**) into the address space.
4. Select **OK**

BRIDGE Wikispace User Guide

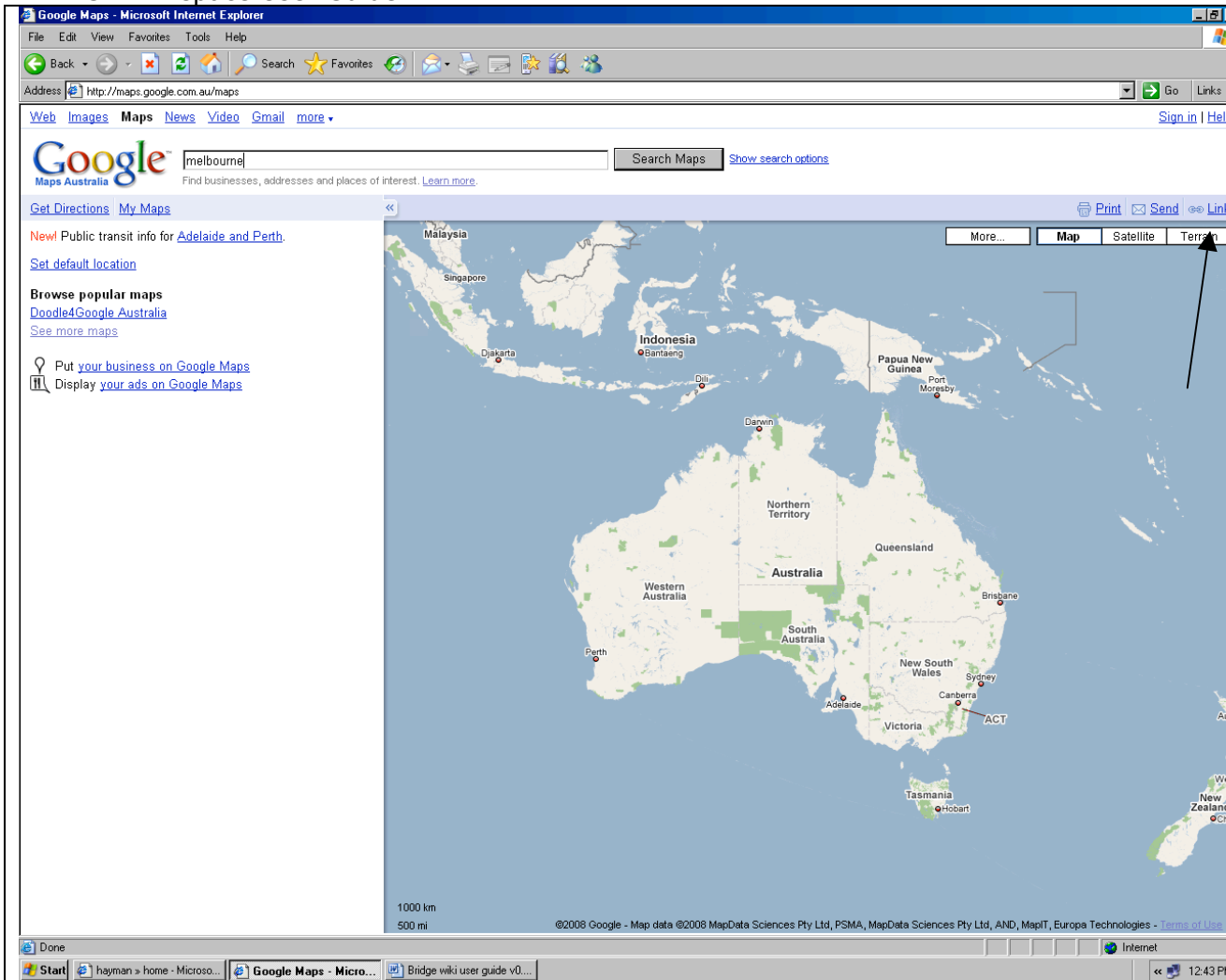


You have now successfully inserted a hyperlink into your page.

Is there anything else on your page you would like to hyperlink?

1. Repeat the process a couple of times so that you are familiar with it. You could hyperlink your school name to its webpage.

BRIDGE Wikispace User Guide



Embedding widgets

Inserting a map is a great way to be able to show people where in the world you live. This can be easily done and is known as ***embedding a widget***.

A widget is something you can add into a webpage.

1. Go to Google maps and find the map of the city, county where you live.

<http://maps.google.com.au/maps>

2. Select the **LINK** button at the right hand of the screen

BRIDGE Wikispace User Guide

melbourne - Google Maps - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://maps.google.com.au/maps> Go Links

Web Images Maps News Video Gmail more

Google melbourne Search Maps Show search options

Maps Australia Find businesses, addresses and places of interest. Learn more.

Get Directions My Maps

Melbourne VIC

Explore this area >

Photos

User-Created Maps

[Individual Homes, South Melbourne](#)

[Melbourne Accommodation](#)

[Melbourne Barhop](#)

[More photos, videos, and user-created maps >](#)

Address: Melbourne VIC

Get directions: [To here](#) - [From here](#)

[Search nearby](#) - [Save to My Maps](#)

Paste link in email or IM

<http://maps.google.com.au/maps?f=q&hl=en&geocode=&q=melbou>

Paste HTML to embed in website

`<iframe width="425" height="350" frameborder="0" scrolling="no" m`

[Custom](#) and [preview embedded map](#)

500 m 2000 ft

Travel deals and packages - www.visitvictoria.com/deals - Check out our summer travel deals for Melbourne and Victoria

Done

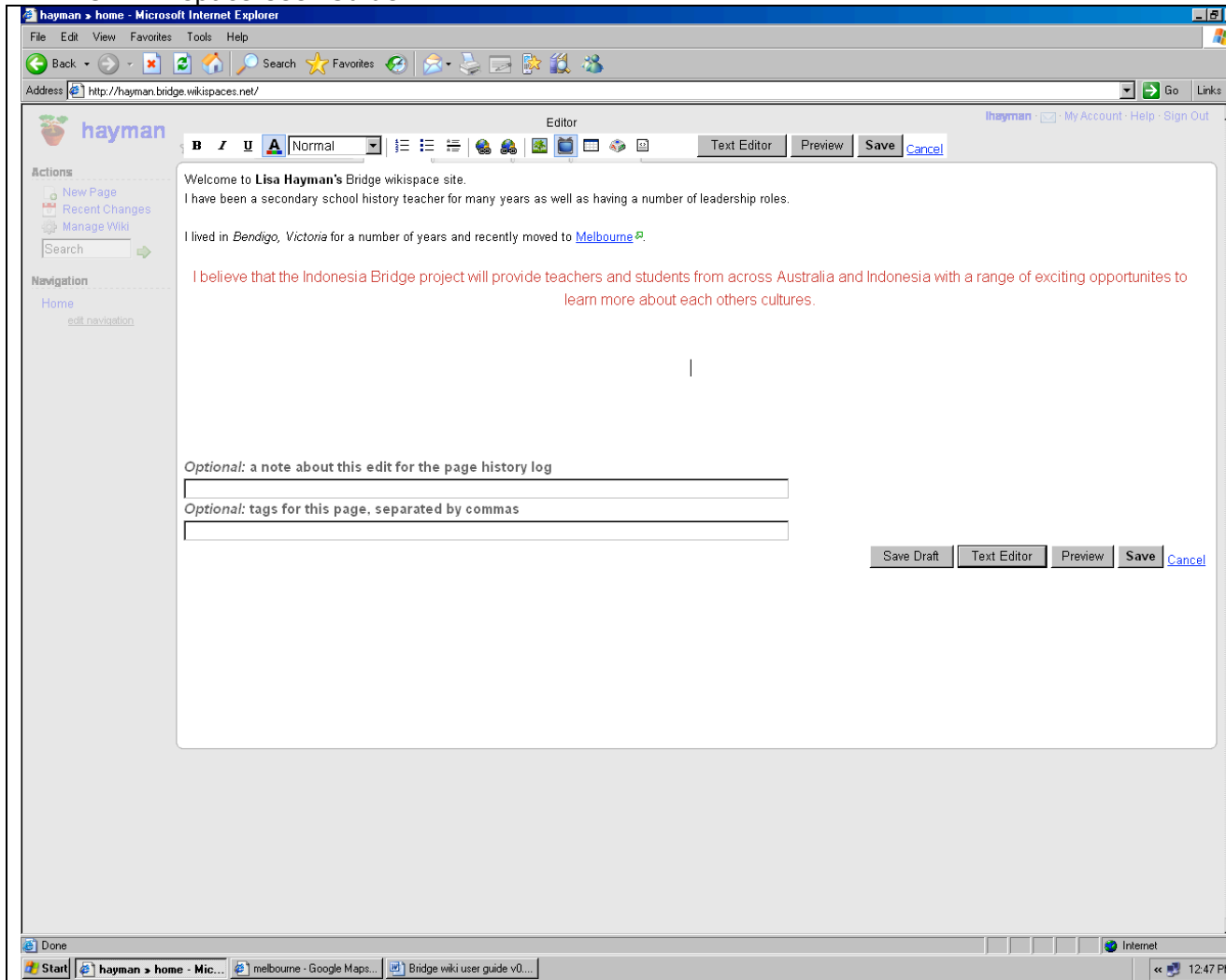
Start hayman » home - Microso... melbourne - Google ... Bridge wiki user guide v0...

Internet

12:44 PM

- Where it now says
Paste HTML to embed in website,
copy the text (ctrl V)

BRIDGE Wikispace User Guide

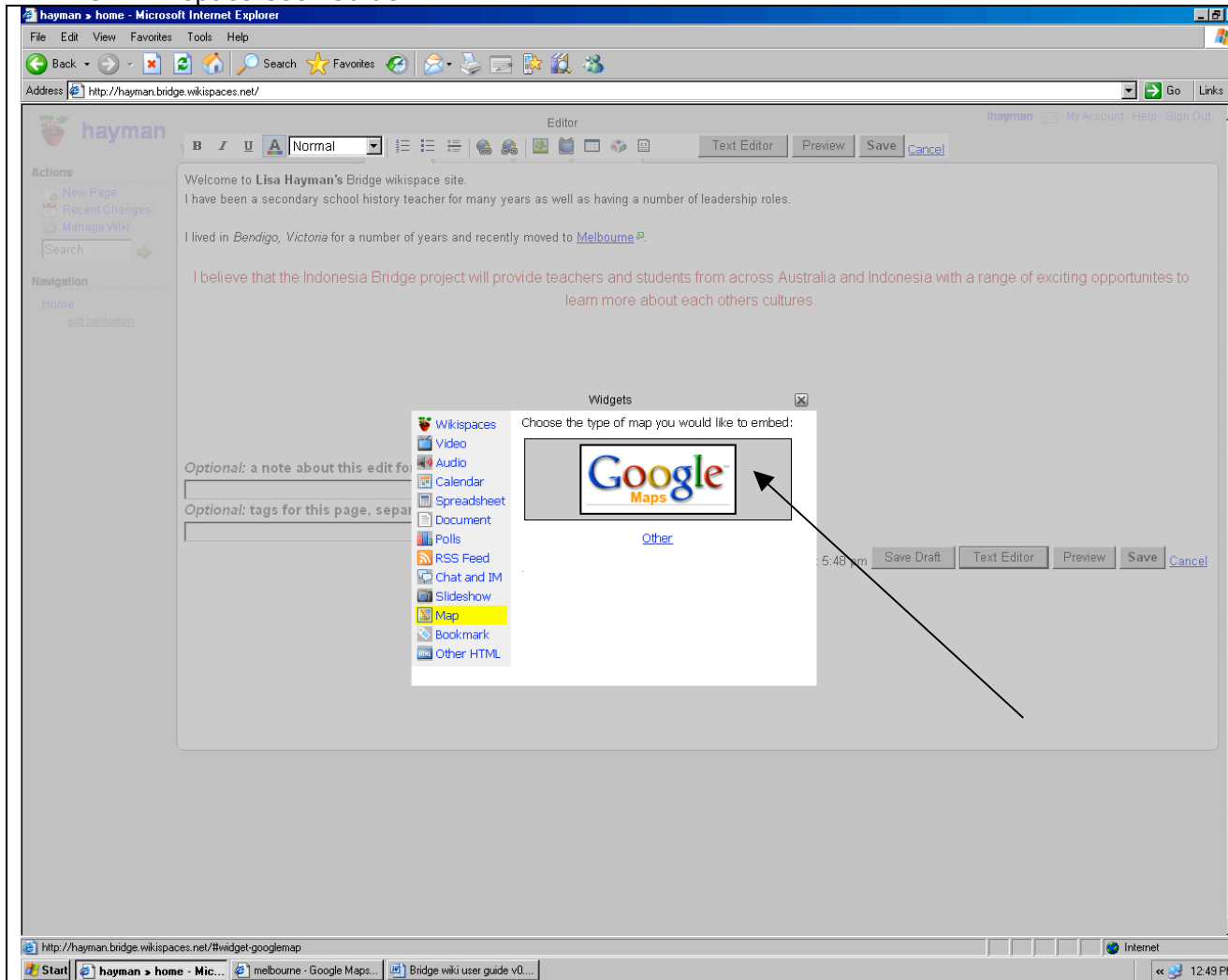


4. On your wikispace site select the icon



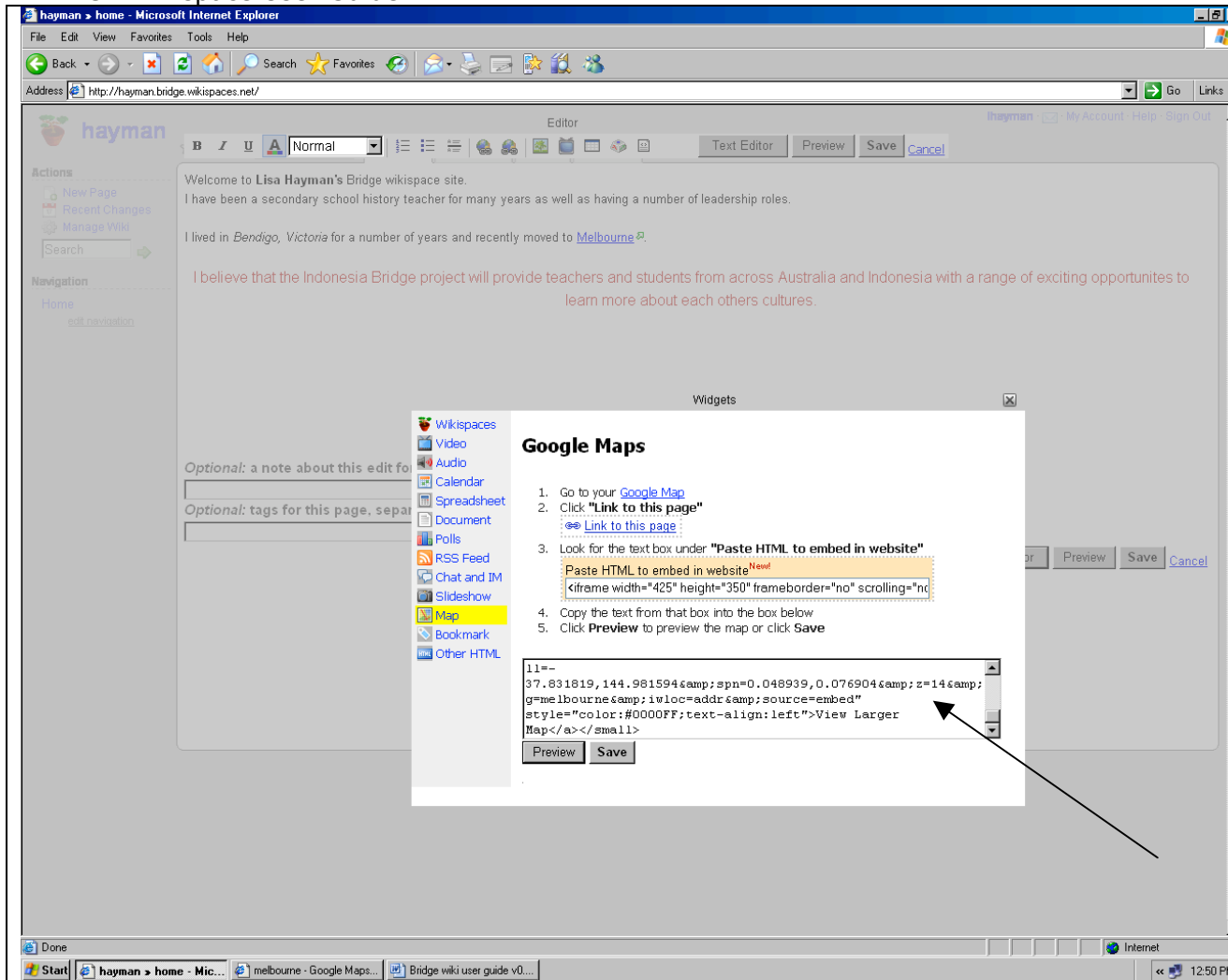
this allows you to embed widgets.

BRIDGE Wikispace User Guide



5. You are now asked to select which type of a widget you are embedding. A list appears. On this occasion you are embedding a **Google map**.

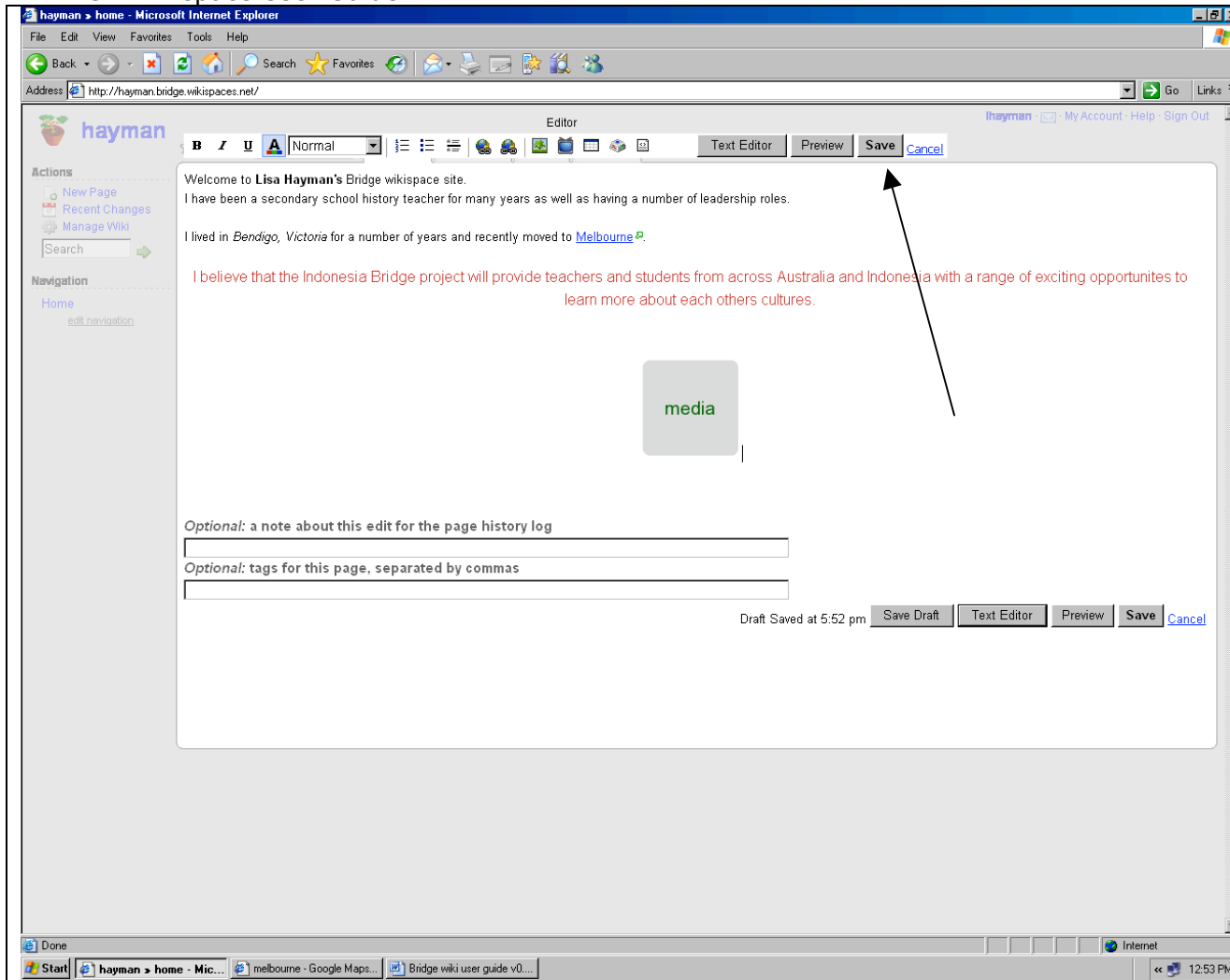
BRIDGE Wikispace User Guide



6. Now **paste** (ctrl V) the link html into the box provided.

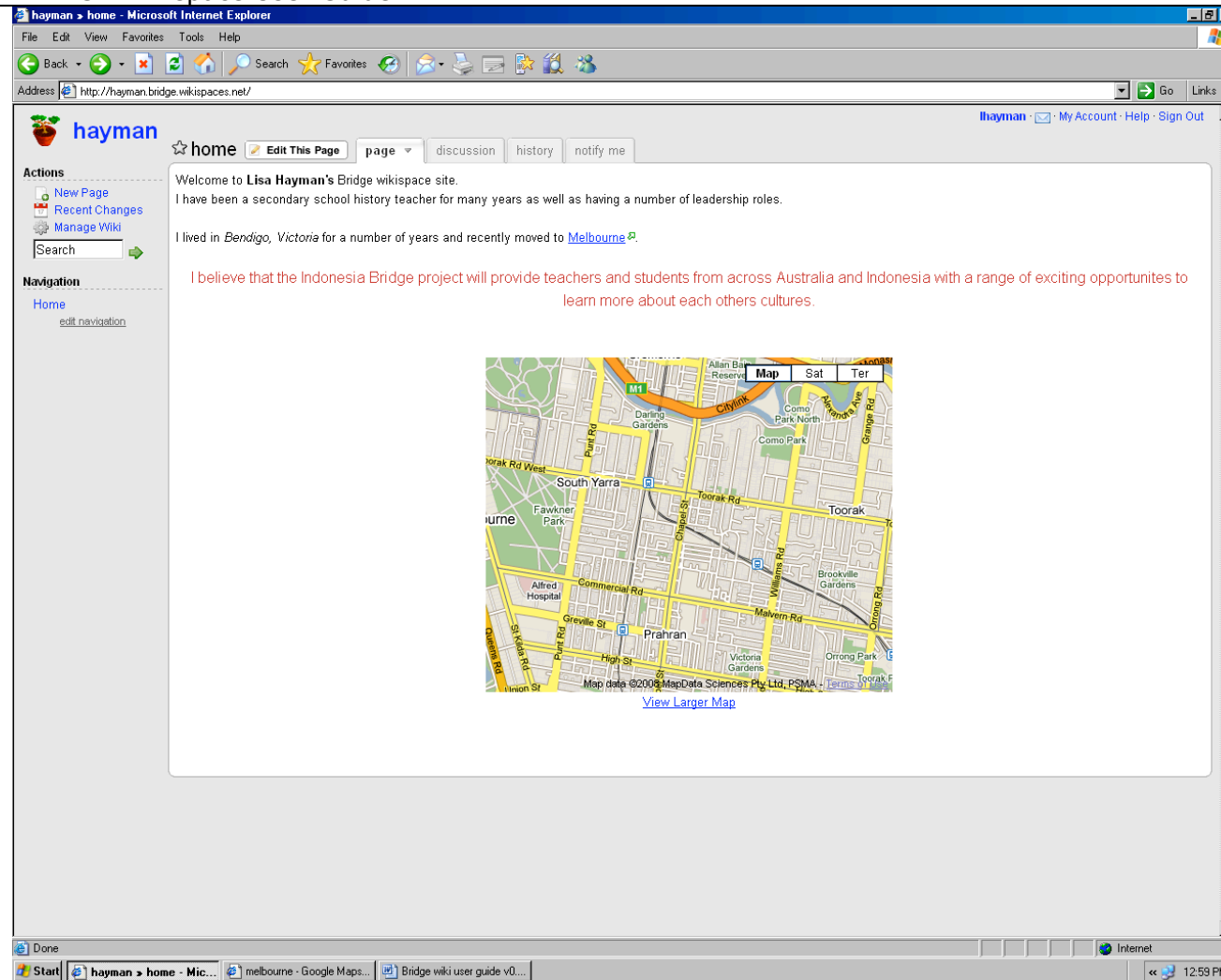
7. Select **Save**

BRIDGE Wikispace User Guide



8. Select **Save**

BRIDGE Wikispace User Guide

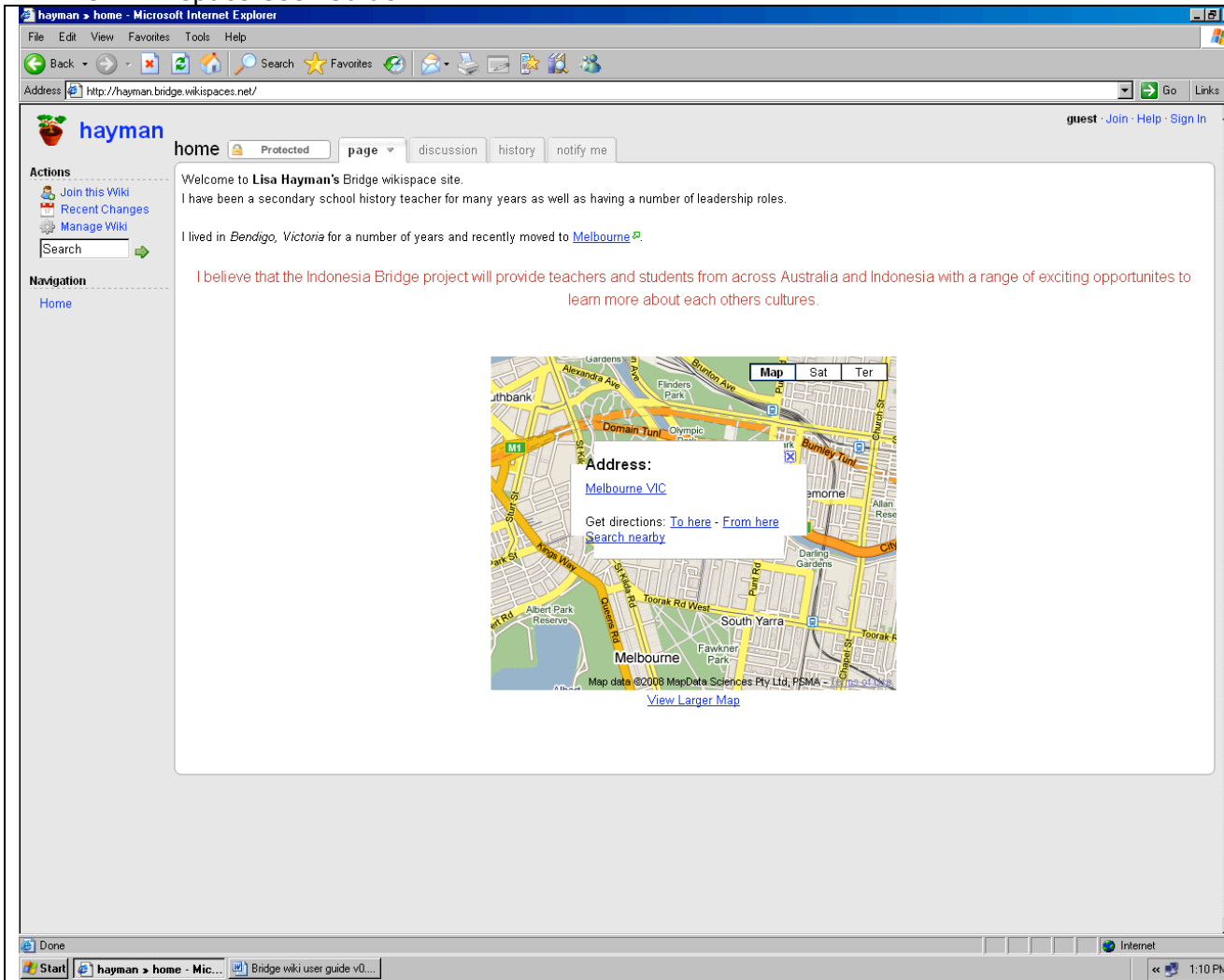


You can now see a map appear within your wiki page.

To practice signing in and out of your wiki site. Complete the following tasks.

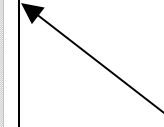
1. make sure you have written down the name of your site e.g. <http://hayman.bridge.wikispaces.net/>
2. Sign out by selecting the sign out button on the right hand of the screen.
3. Close down the Bridge site.
4. Now re enter your wiki space site for example <http://hayman.bridge.wikispaces.net/>

BRIDGE Wikispace User Guide

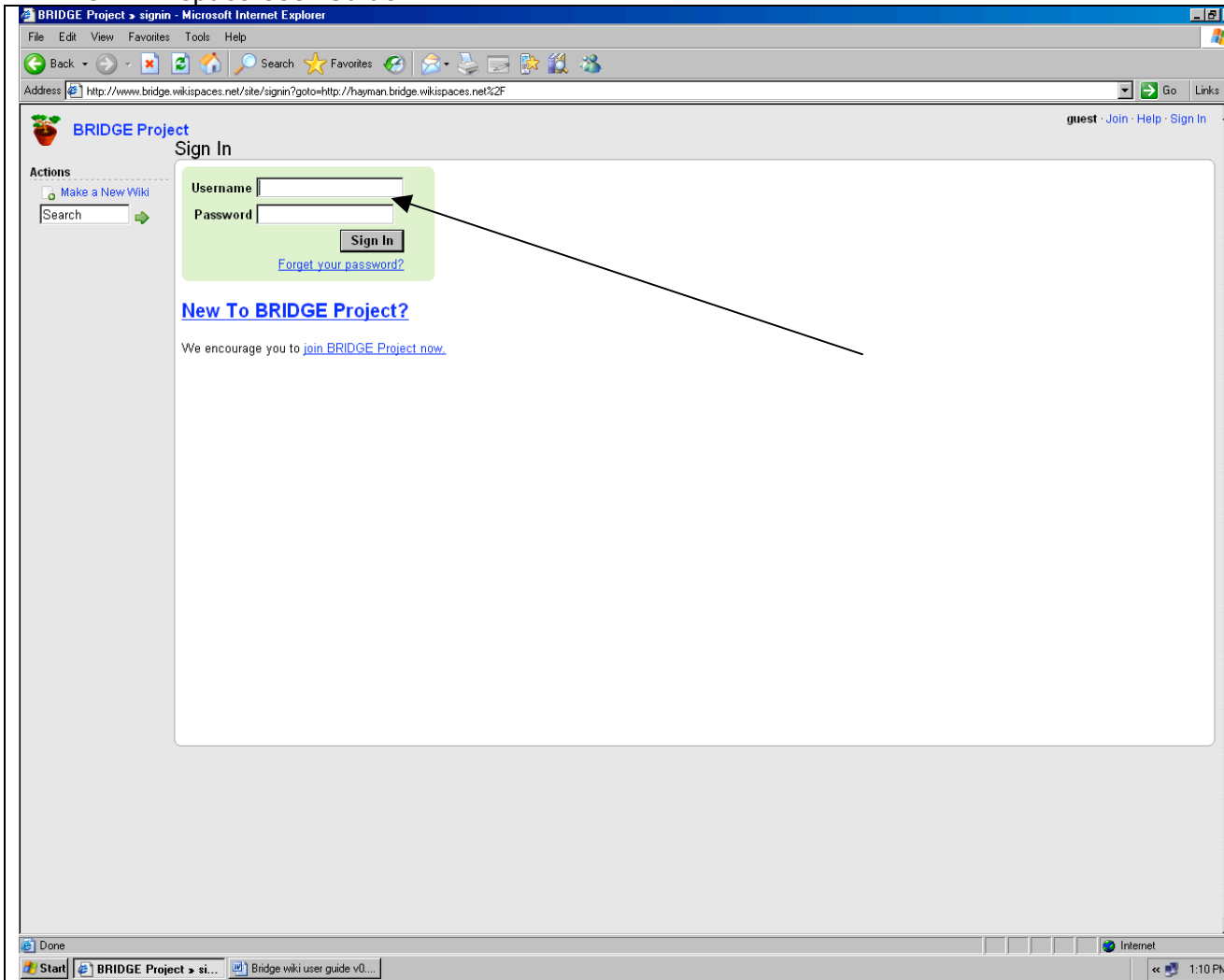


Sign In

1. Select the **Sign In** button on the right of the screen.

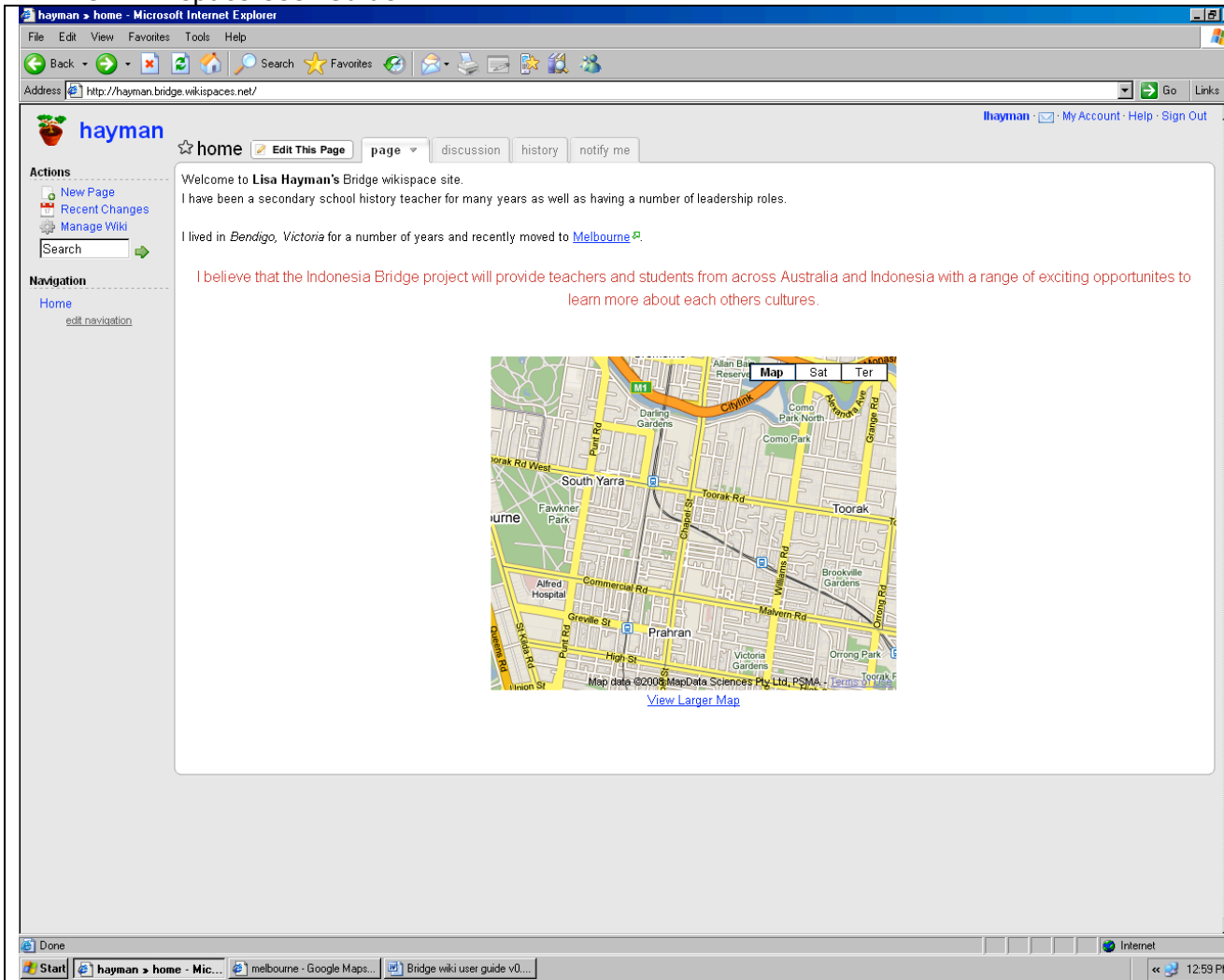


BRIDGE Wikispace User Guide



2. You will now be asked to enter your **Username** and **Password**
3. Select **Sign In**

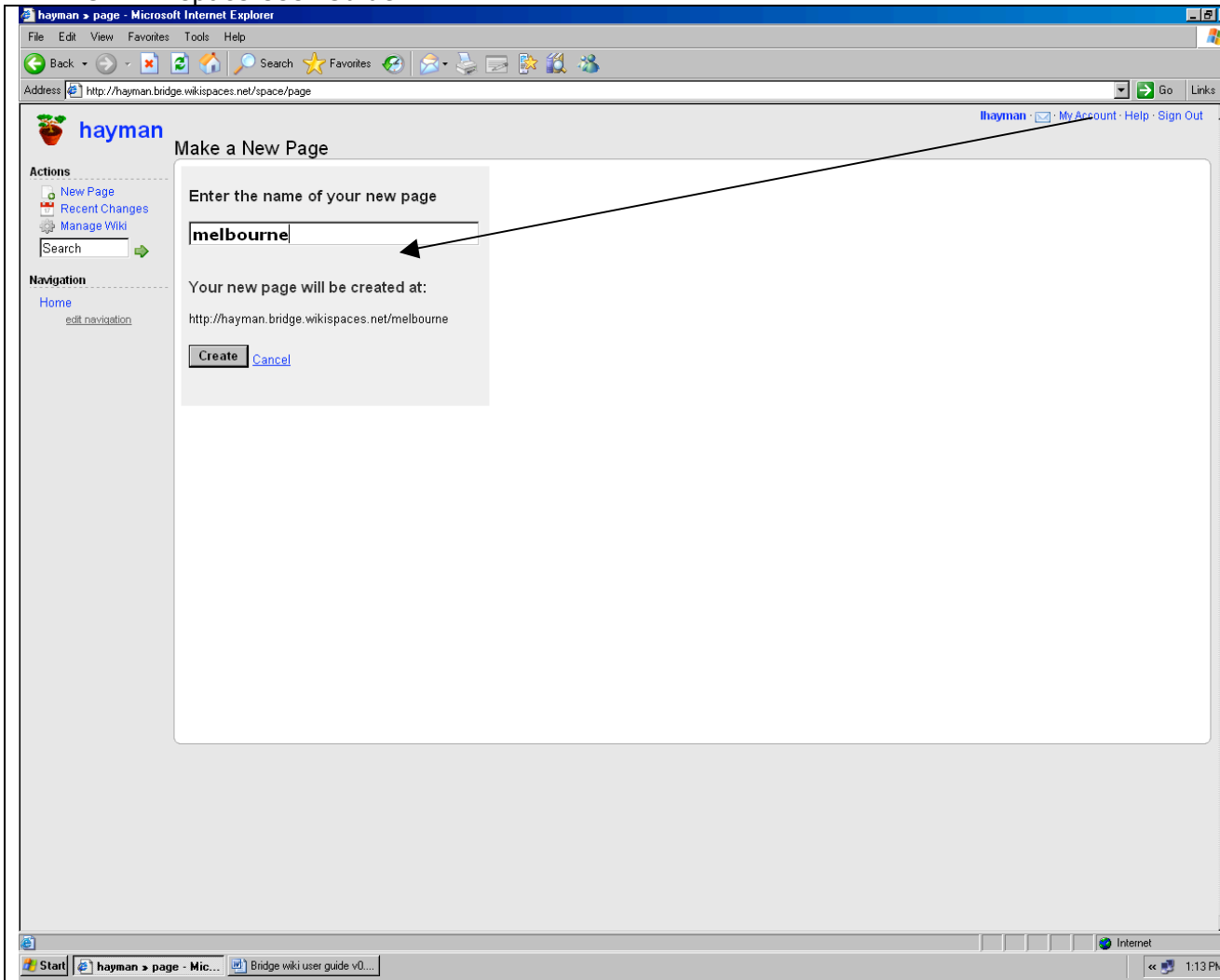
BRIDGE Wikispace User Guide



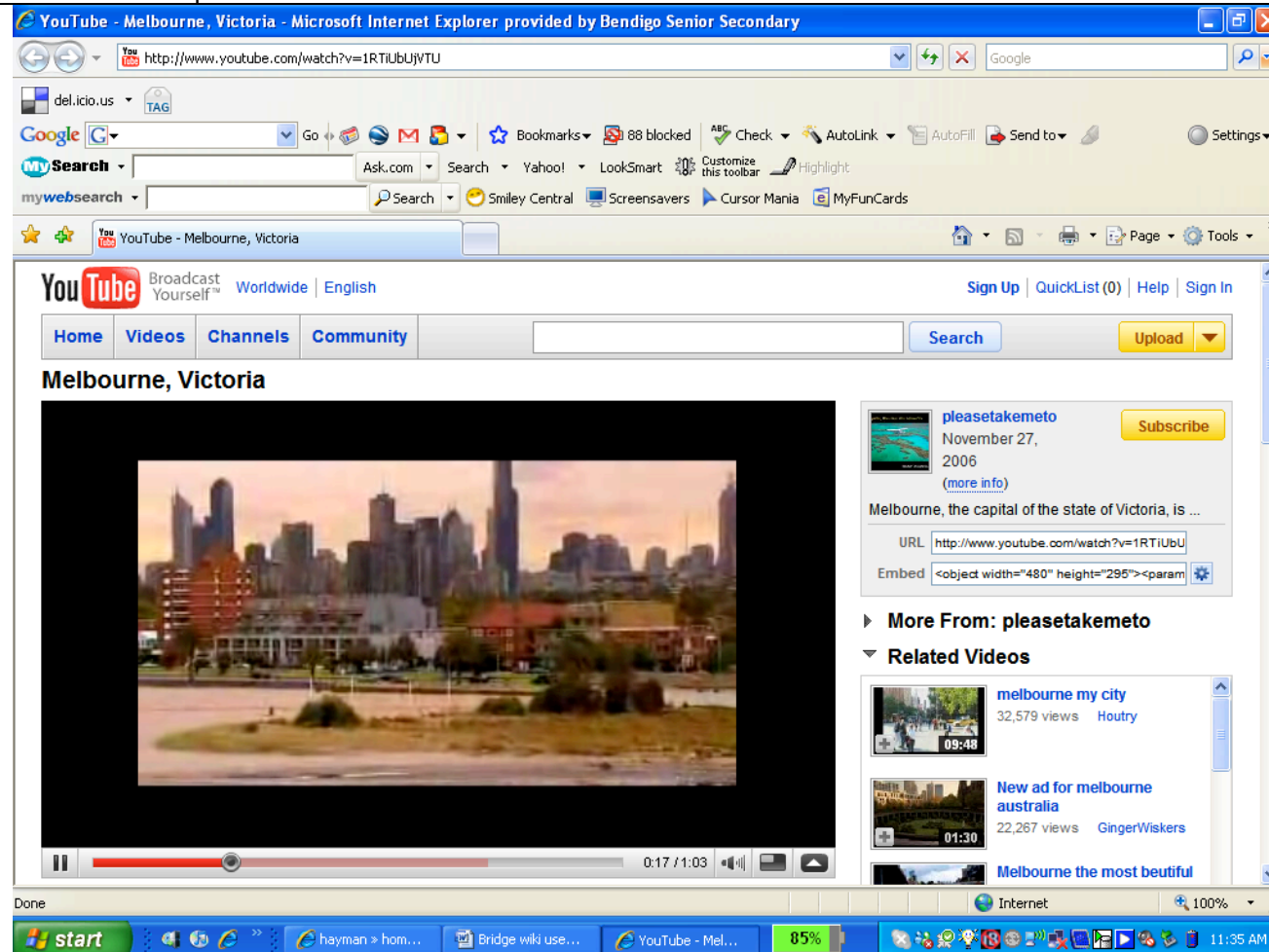
Make a New Page

1. Select **New Page** on the right

BRIDGE Wikispace User Guide



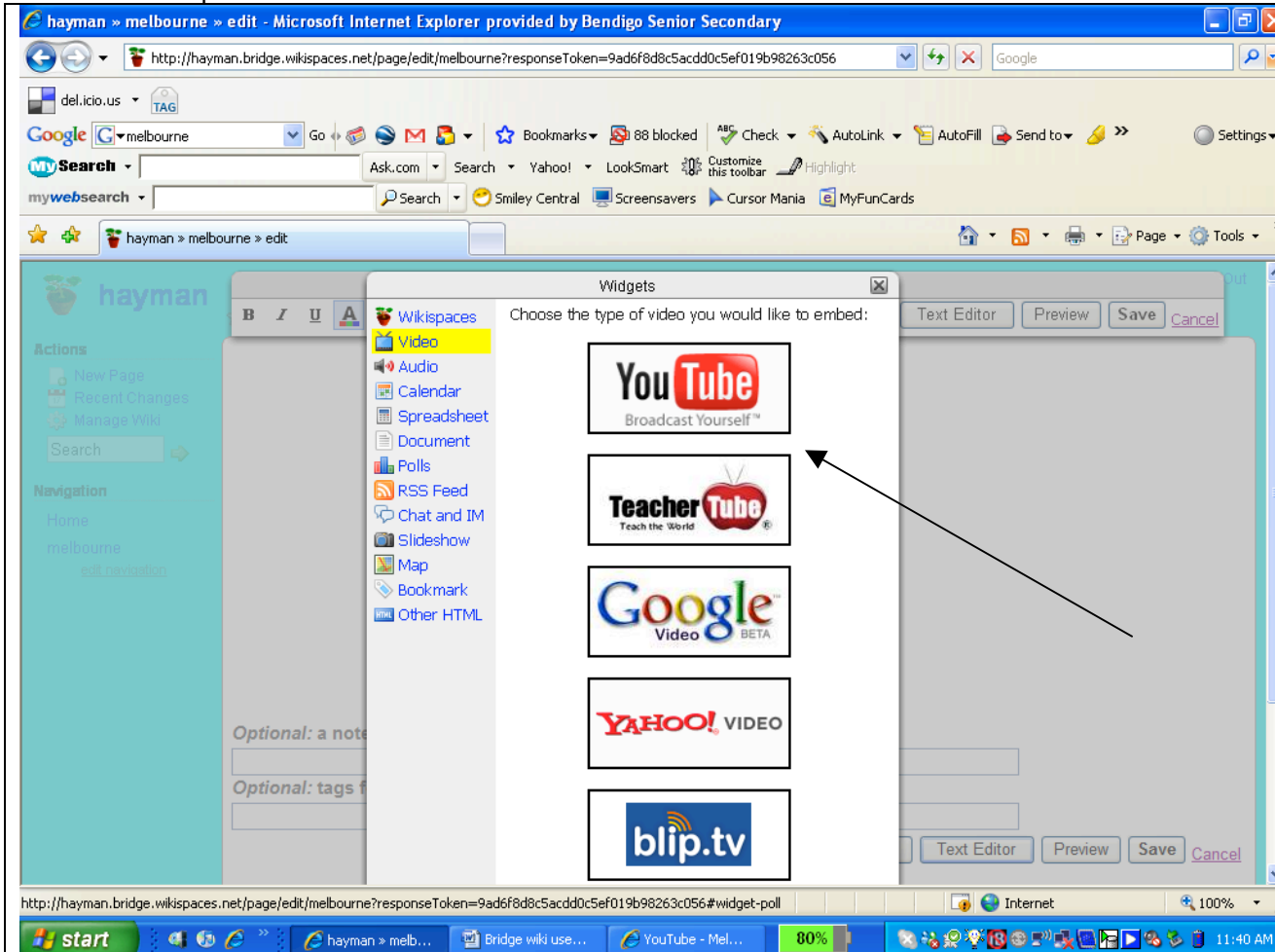
2. Enter the **name** which you want your page to be called. Call in the name of the city or country in which you live.
3. Select **Create**. You now have a new page in which to type in information, embed widgets etc.
4. Write some information on your town /country. What might be some interesting facts you could share?
5. Practice the use of the menu bar tools – e.g. change the format, insert hyper links where appropriate.



Embed you tube or teacher tube as a widget

1. In a new window find a you tube clip or teacher tube clip that you would like to insert into your page.
2. Copy the code located in the box where it says **Embed**.

BRIDGE Wikispace User Guide



3. Within your wiki page on the menu bar select **the embed widget icon** (as you did for Google maps)
4. Select **video** and then **you tube or teacher tube** as appropriate.

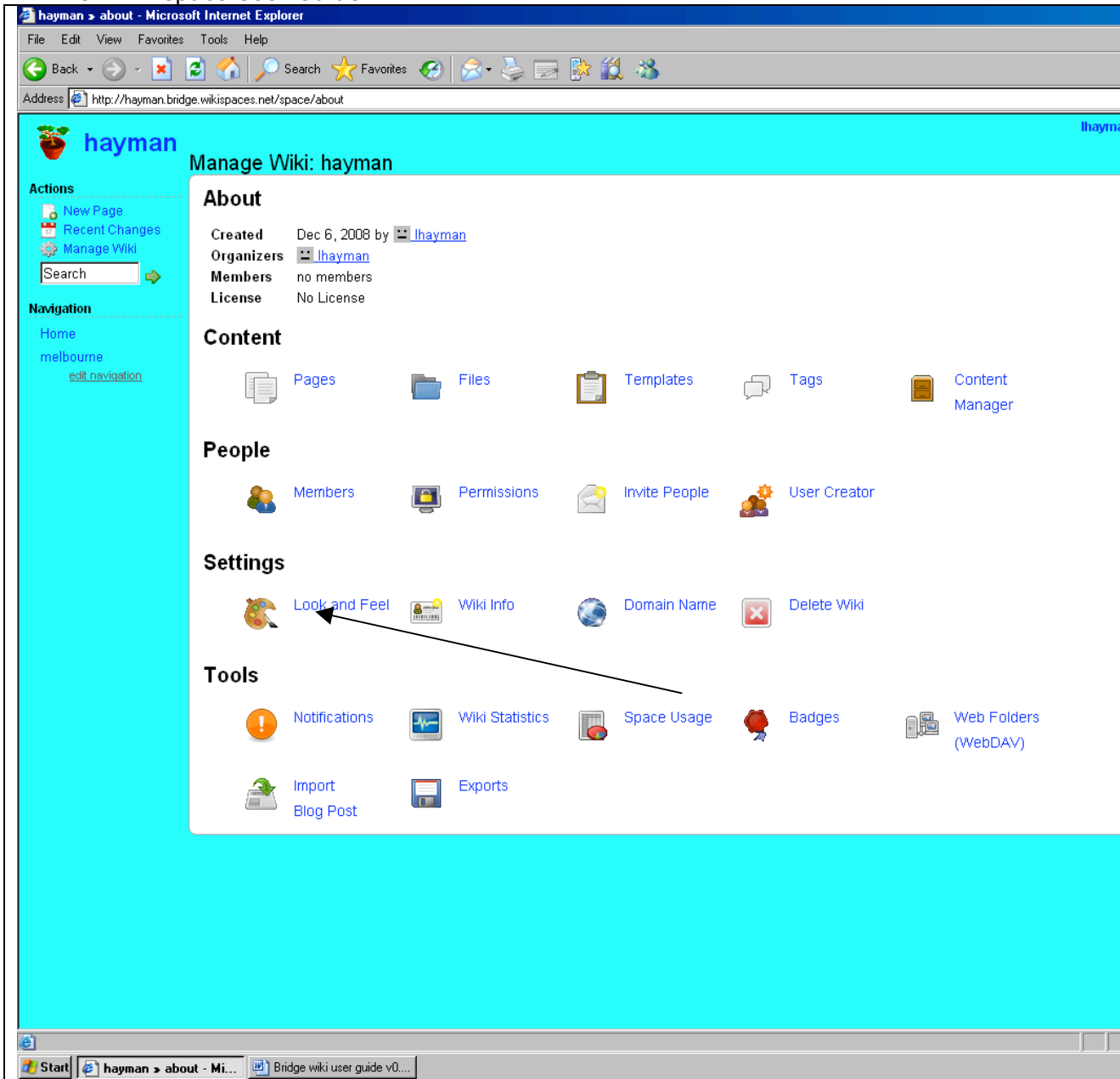
BRIDGE Wikispace User Guide

The screenshot shows a Microsoft Internet Explorer browser window displaying the BRIDGE Wikispace user interface. The address bar shows the URL: <http://hayman.bridge.wikispaces.net/page/edit/melbourne?responseToken=9adf8d8c5acdd0c5ef019b98263c056>. The browser's toolbar includes various search engines and utility buttons. The Wikispace interface has a left sidebar with 'Actions' (New Page, Recent Changes, Manage Wiki, Search) and 'Navigation' (Home, melbourne, edit navigation). The main content area shows a 'Widgets' dialog box for embedding a YouTube video. The dialog has a 'YouTube' title and a list of widget types (Wikispaces, Video, Audio, Calendar, Spreadsheet, Document, Polls, RSS Feed, Chat and IM, Slideshow, Map, Bookmark, Other HTML). The 'Video' widget is selected. The dialog contains instructions: 1. Go to the video on YouTube.com that you want to embed. 2. Look for the "Embed" field on the video page. 3. Copy the text from that box into the box below. 4. Click Preview to preview the video or click Save. Below the instructions is a text box containing the following code:

```
value="always"></param><embed  
src="http://www.youtube.com/v/1RTiUoUjVTU&hl=en&fs=1"  
type="application/x-shockwave-flash"  
allowscriptaccess="always" allowfullscreen="true"  
width="480" height="295"></embed></object>
```

 Below the code box are 'Preview' and 'Save' buttons. An arrow points from the 'Save' button to the right, towards the instruction text. The bottom of the browser window shows the Windows taskbar with the Start button, several open applications, and the system clock showing 11:42 AM on 7/8.

5. Copy the **embed code** into the box provided. **Select save.**

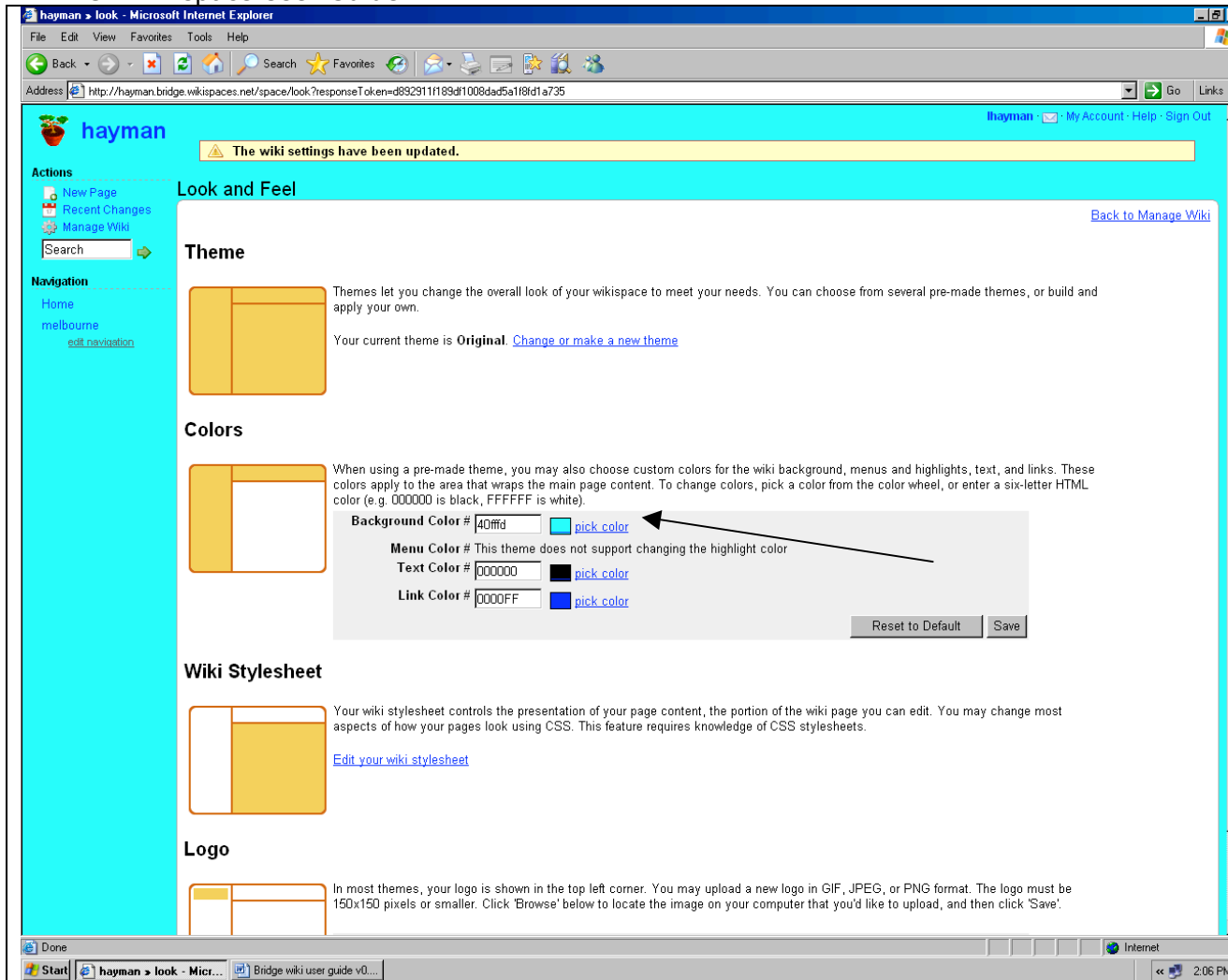


Manage Space

The **Manage Space** page allows you to do a number of things to your site.

1. Under the heading of **Settings** select **Look and Feel**. This allows you to change the page colours, add in emblems etc to personalise your wiki site

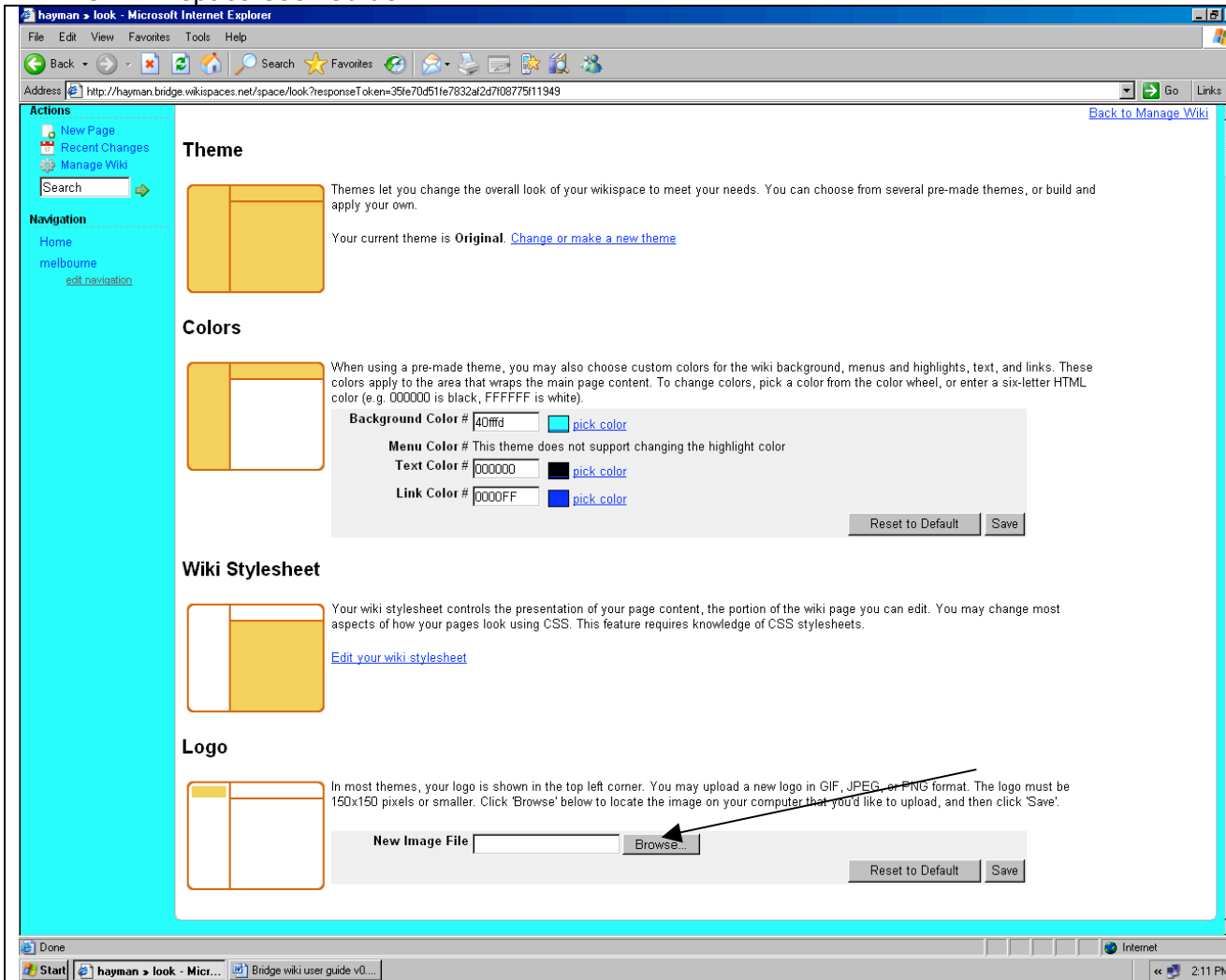
BRIDGE Wikispace User Guide



To change the background Colour select **pick colour**. This will take you to a colour wheel where you can select the colour you would like as the background

1. Select **Save** once you are happy with the colour you have chosen.

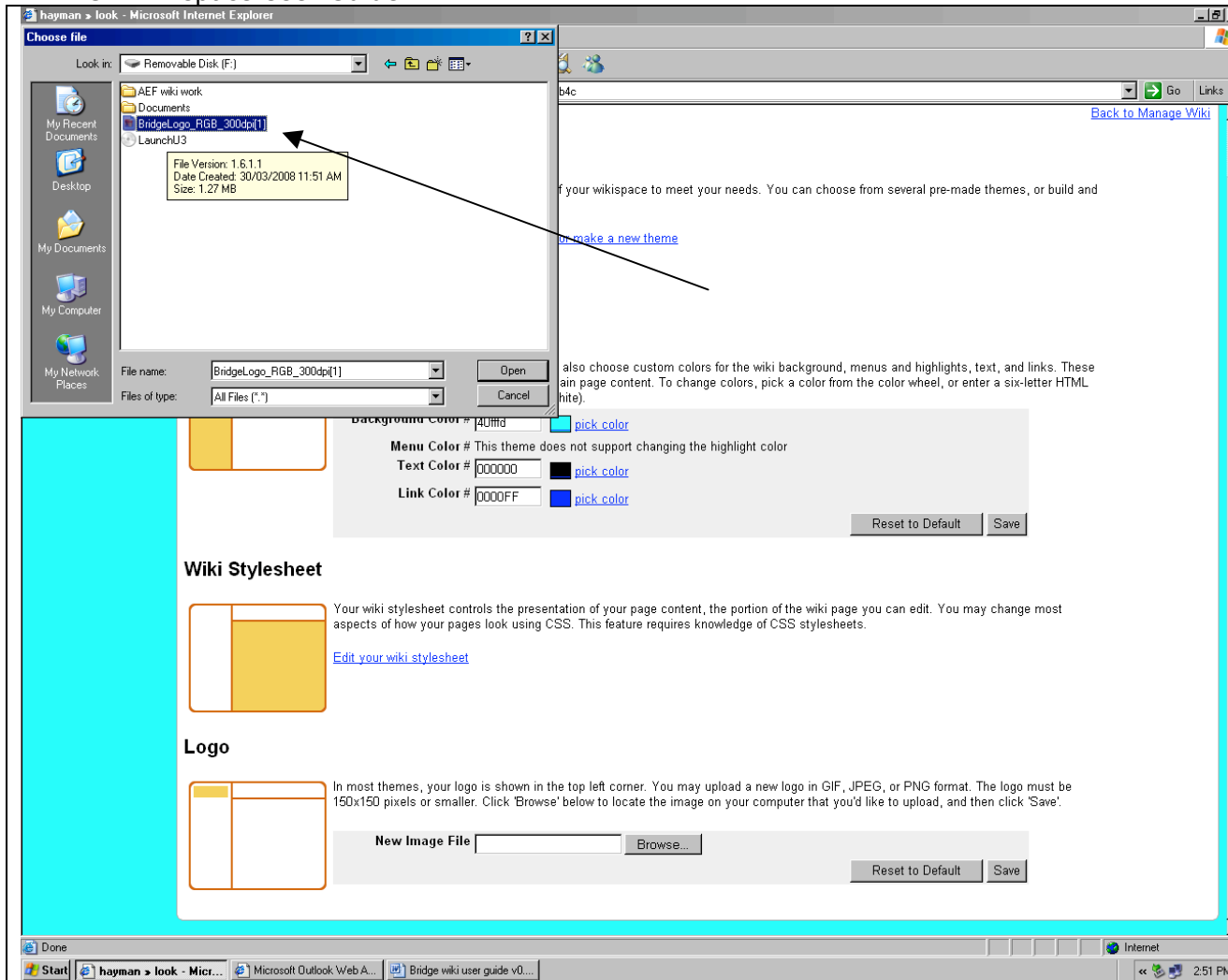
BRIDGE Wikispace User Guide



Insert a Logo

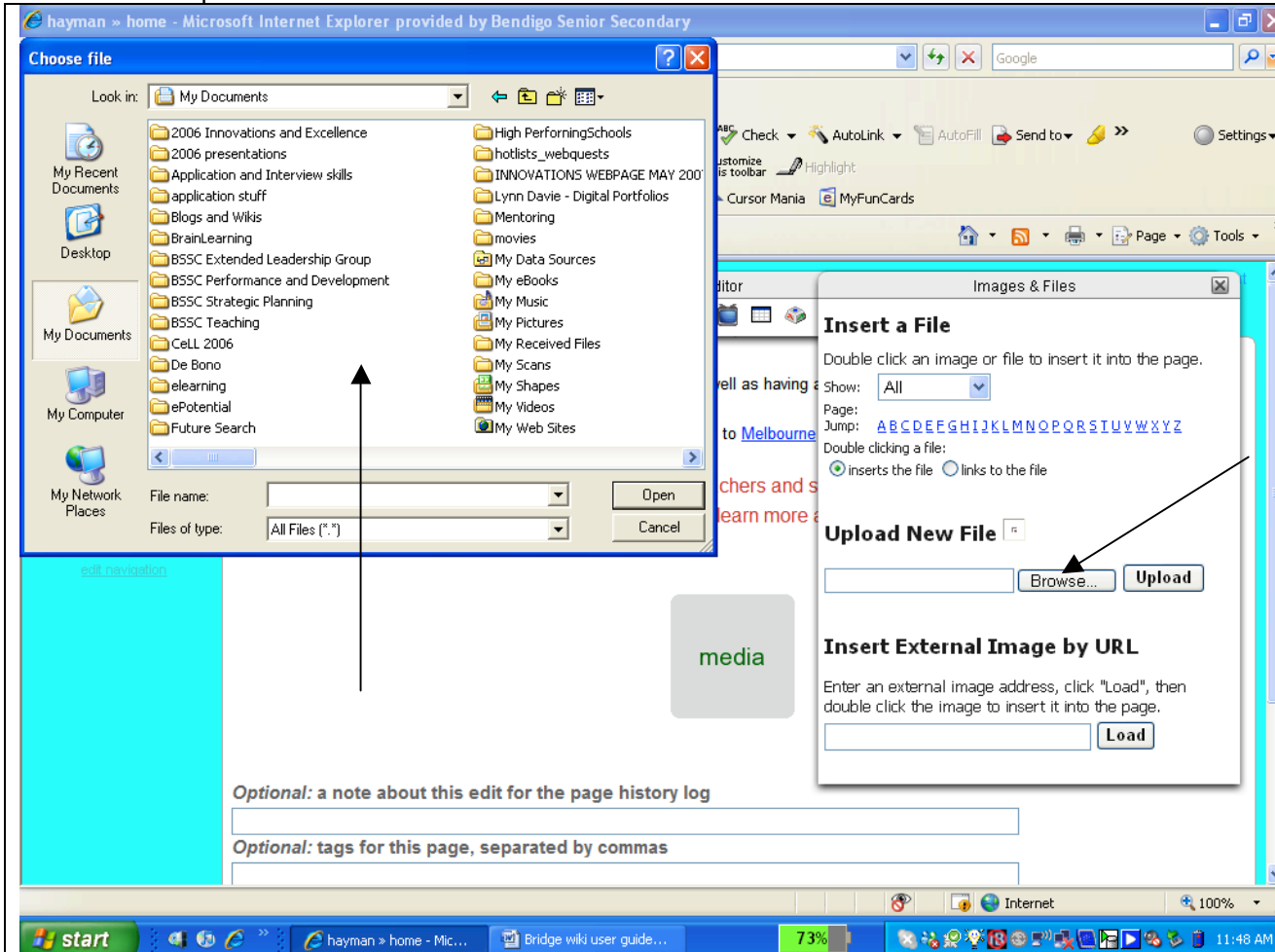
1. To locate the image you wish to upload select **Browse.**

BRIDGE Wikispace User Guide




2. You are then required to locate where the image file is and click **Open**. For example – My Documents, Desktop, USB drive etc.

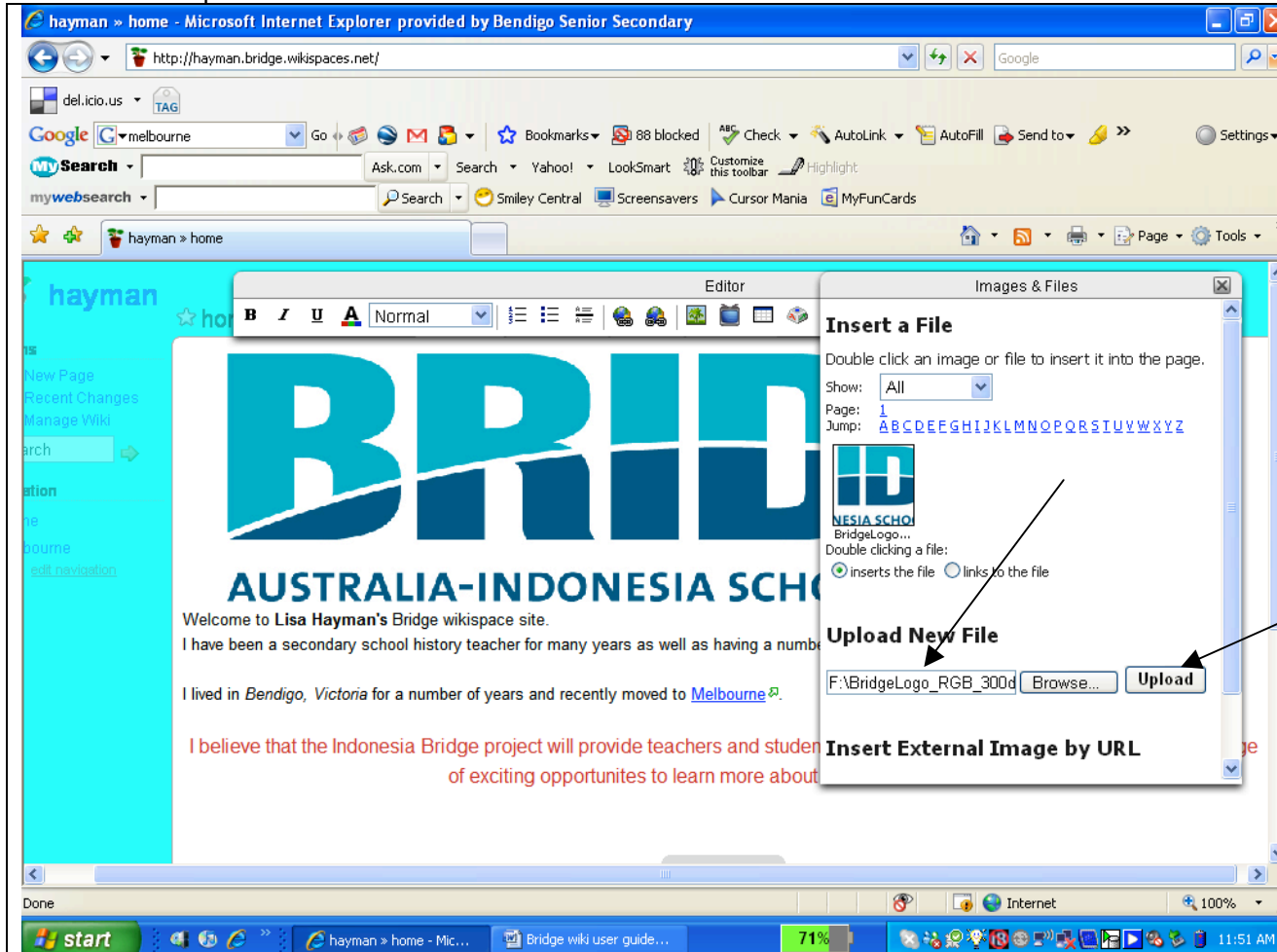
BRIDGE Wikispace User Guide



Uploading Files

1. From the menu bar select the icon which allows you to upload images and files 
2. To **Upload a New File** you need to select **Browse to locate where the file is found**.
3. Then select the folder and then file of the document you wish to upload.

BRIDGE Wikispace User Guide



4. Once the file name appears in the box select **Upload**

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hayman > invite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address http://hayman.bridge.wikispaces.net/space/invite

hayman Invite People to hayman

Back to Manage Wiki

To invite people to BRIDGE Project, please list their email addresses or usernames in the To: field below and enter a personal message.

To:

List up to 100 email addresses or usernames using commas or linebreaks

From: a.oshannessy@asialink.unimelb.edu.au

Reply-To: hayman.lisa.l@edumail.vic.gov.au

Subject: You have been invited to the hayman wiki

Message: ** hayman Invitation **

** You're Invited **

lhayman has invited you to join the "hayman" wiki at
http://hayman.bridge.wikispaces.net

Below is a message from lhayman:

I've made a wiki on BRIDGE Project that I'd like to share with you. You'll be able to easily edit pages, upload files, and join our discussions. I hope you'll join us!

** RSVP **

To join the wiki, or to decline, please visit:
http://hayman.bridge.wikispaces.net

** Getting Started Tips **

Watch our tours to learn the basics of working in BRIDGE Project:

** Need assistance? **

Contact us at a.oshannessy@asialink.unimelb.edu.au

Send

Inviting Members

Select **Manage Space** – select **People** – then **Invite People**. This allows you to invite other people (students, teachers, colleagues) to contribute to your site.

1. In the **To** box insert the email address of the teacher you are partnered with as part of the Bridge project.
2. Select **Send**. This will now send an email invite to your partner to invite them to join your wiki.